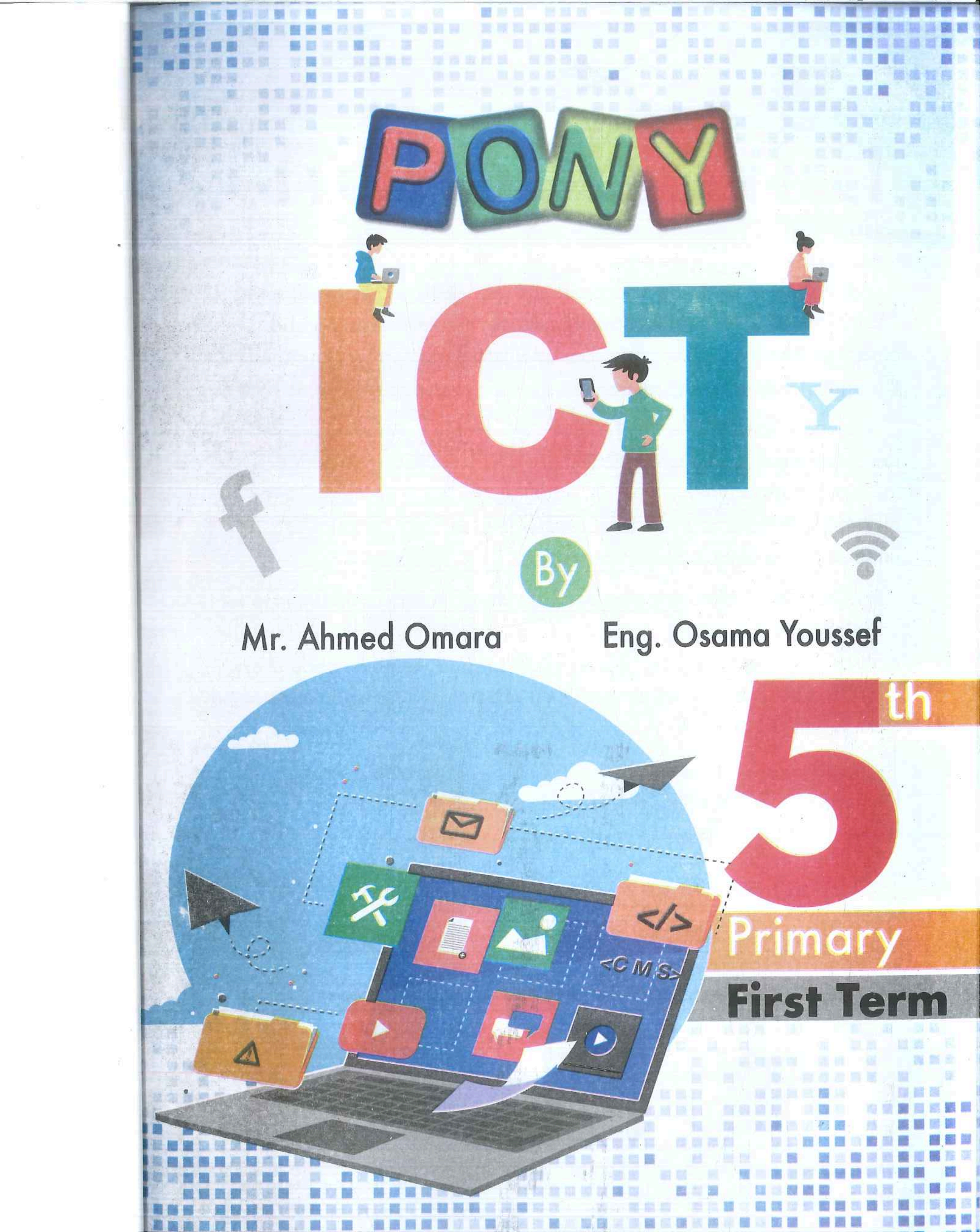

PONY
ICT
By
Mr. Ahmed Omara
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5th
Primary
First Term
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Spotlight on Theme 1

There are many different kinds of technology that can help us in our daily lives.

But the question is, "How can we use technology effectively?"

In this theme, you will learn about the evolution of technology. the components of computer systems and how technology can help people with determination.

You will also find out how explorers and archaeologists use technology to collect, analyze, and report their findings.



Lesson 1 Explorer in Action

Fred Hiebert



- Fred Hiebert is an archaeologist and explorer at National Geographic.
- He studies the past by excavating, observing, and writing about objects and sites.
- فريد هيبرت عالِم آثار ومستكشف في منظمة ناشيونال جيوجرافيك.
- يقوم بدراسة الماضي من خلال التنقيب والملاحظة والكتابة عن الأجسام والمواقع الأثرية.

» In his daily work, Mr. Hiebert uses ICT tools, such as:

1. Word processor program to write reports.
2. Excel spreadsheet program to prepare and show graphs.
3. PowerPoint presentation program to present the results of his research to his team.

» He ensures that the slides are easy to read and make the information clear.

Mr. Hiebert communicates formally through:

1. Printed letters



▲ الرسائل الورقية

2. Emails



▲ رسائل البريد الإلكتروني

3. Handing over documents in person



▲ يُسلم المستندات شخصيًا

» Mr. Hiebert is also a mentor who guides his students and colleagues around the world.

« من أدوار فريد هيبرت أيضًا، توجيه طلابه وزملائه من جميع أنحاء العالم.

Mentoring: It is advising or training someone on a subject you have a lot of experience in.

التوجيه أو الإرشاد: هو أن تُقدِّم المعرفة والتمرين لأحد الأشخاص في موضوع تَملك خبرة كبيرة فيه.

Importance of Mentoring:

1. Mentoring is a great way to pass on knowledge and skills.
2. Mentors share their experience, including problems that may arise and how to deal with them. This helps others advance faster.

1. يُعتبر التدريب طريقة رائعة لنقل المعرفة والمهارات.
2. يشارك المدربون خبراتهم مع الآخرين، والتي تتضمن المشكلات التي يمكن أن تواجههم؛ وذلك لمساعدتهم في معرفة كيفية حل تلك المشكلات بشكل أسرع.

Types of Meetings

- Face-to-face Meetings
- Virtual Meetings

1 Face-to-face Meetings

» Mr. Hiebert generally prefers to communicate with people through face-to-face" in-person" meetings.

» **But sometimes face-to-face meetings are not possible because:**

1. He is away on an expedition.
2. The people he is meeting with are in different countries.



« يُفضِّل فريد هيبرت التواصل مع الناس من خلال المقابلات المباشرة وجهًا لوجه، لكن في بعض الأحيان يتعذَّر عليه إجراء هذه اللقاءات المباشرة:

1. لوجوده بعيدًا في رحلة استكشافية.
2. الأشخاص الذين يلتقي بهم موجودون في بلدان مختلفة.

2 Virtual Meetings

» In such cases, Mr. Hiebert holds virtual meetings using platforms like Zoom and WhatsApp.

» Virtual meetings have to be scheduled at a suitable time for everyone, but choosing a suitable time can be difficult due to the time difference between countries.

» Mr. Hiebert believes it is important to follow up a virtual meeting or telephone call with official notes documented in an email or sent as a Word document.

» This ensures that everyone involved has the same information and a copy to keep.

« وفي مثل هذه الحالات، يعقد هيبرت اجتماعات افتراضية باستخدام منصات مثل زووم وواتس آب.

« يجب تنظيم مواعيد تلك الاجتماعات في وقت مناسب للجميع، وهو أمر صعب بسبب اختلاف التوقيت بين الدول.

« يعتقد فريد هيبرت أنه من المهم متابعة الاجتماعات واللقاءات الافتراضية أو المكالمات الهاتفية بملاحظات رسمية موثقة في رسالة بريد إلكتروني أو مرسلة كمستند مرفق.

« ذلك يضمن حصول كل المشاركين على المعلومات نفسها، وكذلك على نسخة يحتفظون بها.



NOTES:

During virtual meetings or video conferencing, people can do the following:

1. They can see and hear each other.
2. They can also share information found on their screens.
3. They can send and receive documents.

Theme 1

Sharing Information

- Sharing information has become vital in our day-to-day lives.
- Technology has helped to make this an easier task.

لقد أصبحت مشاركة المعلومات أمرًا أساسيًا في حياتنا اليومية - وقد ساعدت التكنولوجيا في تيسير هذه المهمة.



- **Moreover, the Ministry of Education makes sure that students have a record of what they should have learned in the classroom via:**

1. The satellite broadcasting channels (educational channels) affiliated by the Ministry of Education.
2. YouTube channel, "Madrasitna", that provides videos on each school subject.

مدرستنا
المستقبل يبدأ الآن

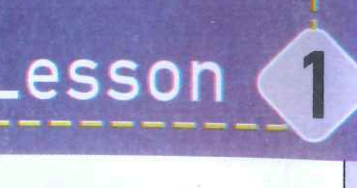
بالإضافة لذلك تحرص وزارة التربية والتعليم على حصول التلاميذ على تسجيلات لما عليهم تعلمه في الفصل الدراسي عبر:

1. قنوات البث الفضائي (القنوات التعليمية التابعة لوزارة التربية والتعليم).
2. قناة اليوتيوب «مدرستنا»، والتي تقدم مقاطع فيديو لكل مادة من المواد الدراسية.

The educational channels on YouTube provide a second opportunity for:

1. Students who missed a lesson.
2. Students who need further explanation of a lesson.
3. Students who would just like a quick review.

القنوات التعليمية على اليوتيوب تعطي فرصة أخرى للتلاميذ الذين فاتهم أحد الدروس، أو يحتاجون إلى مزيد من الشرح للدرس، أو الذين يرغبون بمراجعة سريعة للدرس.



Exercises on Lesson 1

1 Choose the correct answer:

1. Fred Hiebert is a/an ....
   a. biologist b. scientist c. archaeologist

محافظة الإسكندرية – إدارة شرق 2023

2. Fred Hiebert is an archaeologist and .... in National Geographic.
   a. engineer b. explorer c. doctor
3. The software program that Mr. Hiebert uses to write reports is ....
   a. Microsoft Word b. Microsoft Excel c. PowerPoint

محافظة الإسكندرية – إدارة وسط 2023

4. .... represents data in the form of a graph in different formats.
   a. Excel program b. Word program c. Paint program

محافظة الجيزة – إدارة العمرانية 2023

5. Printed letters and emails are used to communicate in a/an .... way.
   a. normal b. formal c. informal
6. To prepare and show graphs, you can use .... program.
   a. Word b. PowerPoint c. Excel
7. Mr. Hiebert uses emails and .... to share his discoveries.
   a. books b. maps c. video conferences
8. .... is training someone on a subject you have a lot of experience in.
   a. Communication b. Mentoring c. Studying
9. We can use the Excel program for creating ....
   a. spreadsheets b. presentation c. writing reports

محافظة القاهرة – إدارة النزهة 2023

10. Mr. Hiebert prefers .... to communicate with others.
    a. virtual meetings b. face-to-face meetings c. TV programs

11 To communicate formally, you can use many methods, such as ....
a. emails b. printed letters c. both of them

12 Scientists use .... program to present the results of their research.
a. MS Word b. MS Excel c. MS PowerPoint

13 Mr. Hiebert holds .... using platforms like Zoom and WhatsApp.
a. virtual meetings b. face-to-face meetings c. TV programs

14 Mr. Hiebert uses MS Excel to prepare ....
a. reports b. presentations c. graphs

15 The time difference between countries can make .... difficult.
a. face-to-face meetings b. virtual meetings c. sending emails

16 Mr. Hiebert believes it's important to send .... after a virtual meeting.
a. SMS b. official notes c. presentations

2 Put (✓) or (✗):

1 Fred Hiebert is an explorer in National Geographic. ( )
2 Mr. Hiebert studied the past through excavation and observation. ( )
3 Mr. Hiebert prefers virtual meetings for communication. ( )
4 Mr. Hiebert uses face-to-face meetings when he is away on an expedition. ( )
5 Mentoring is a great way to transfer your experience and skills. ( )
6 The Word program is used to create tables and graphs. ( )
محافظة القاهرة – إدارة النزهة 2023
7 The slides of your presentation should be hard to read. ( )
8 It is always possible to have face-to-face meetings. ( )
9 Technology doesn't help us share information in our daily lives. ( )
10 Power Point is a program used for writing reports. ( )
محافظة الجيزة – إدارة العمرانية 2023

11 Mr. Hiebert uses MS Word program to write reports. ( )
12 Students who missed a lesson can find explanations through "Madrasitna" channel. ( )
13 We use Zoom and WhatsApp to hold face-to-face meetings. ( )
14 You can use virtual meetings when the others are in different countries. ( )
محافظة البحيرة – إدارة دمنهور 2023
15 The spreadsheet program (Excel) is used to prepare and show graphs. ( )
16 Virtual meetings can be scheduled at any time without considering time differences between countries. ( )
17 The Word Processor program is used to display the results in the form of presentations. ( )
18 Email is used to communicate formally. ( )
19 Virtual meetings can be held using platforms such as Zoom and WhatsApp. ( )
20 Mr. Hiebert believes it's important to send official notes after a virtual meeting or phone call. ( )
21 The educational channel "Madrasitna" provides videos on each school subject. ( )

3 Complete the missing parts using the words between the brackets:

(formal – archaeologist – spreadsheet – virtual meetings – Madrasitna channel)

1 You can use .... when the other people are in different countries.
2 A .... is used to prepare graphs and tables.
3 Handing over documents in-person is a .... way of communication.
4 Mr. Hiebert is an .... and explorer at National Geographic.
5 Students who would just like a quick review can use ....

Theme 1

4 Correct the underlined words:

1. Fred Hiebert uses MS Excel to present the results of his expeditions. (..................................)
2. Fred Hiebert uses MS Word to prepare graphs. (..................................)
3. Fred Hiebert communicates informally with emails and printed letters. (..................................)
4. Mr. Hiebert uses face-to-face meetings when the other people are in different countries. (..................................)
5. Mr. Hiebert holds virtual meetings using MS Word and WhatsApp. (..................................)

5 Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1 Face-to-face meetings	a. Mr. Hiebert uses this way of communication during expeditions.
2 Virtual meetings	b. are a formal way to communicate with your teamwork.
3 Mentoring	c. are the preferred way of communication for Mr. Hiebert.
4 Emails	d. is a great way to pass on knowledge and skills

1 .... 2 .... 3 .... 4 ....

B

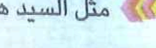
Column (A)	Column (B)
1 Zoom	a. is used to present results and information.
2 MS Word	b. is used to prepare graphs.
3 MS Excel	c. is used to hold virtual meetings.
4 PowerPoint	d. is used to write reports and documents.

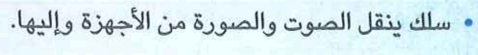
1 .... 2 .... 3 .... 4 ....

Lesson 2 Computer Accessories

Like Mr. Hiebert, you can use ICT tools to share ideas.

مثل السيد هيبرت، يمكنك استخدام أدوات تكنولوجيا المعلومات والاتصالات لمشاركة الأفكار.



1 **Flash Memory** ذاكرة الفلاش	• Is used to transfer files and data between computers. تُستخدم لنقل الملفات والبيانات بين أجهزة الكمبيوتر.	
2 **External Hard Drive** محرك القرص الصلب الخارجي	• Like HDD, but much faster. • مثل محرك الأقراص الثابتة، ولكن يعمل بشكل أسرع.	
3 **Ethernet Cable** سلك إيثرنت	• Is a cable that connects a computer or laptop to a router. • سلك يربط جهاز الكمبيوتر أو الكمبيوتر المحمول بجهاز التوجيه (الراوتر).	
4 **Ethernet Port** منفذ الإيثرنت	• It connects an eterhnet cable. • Ethernet is more stable and faster than Wi-Fi. • يتصل بسلك إيثرنت. • الإيثرنت أكثر استقرارًا وأسرع من الوصلات اللاسلكية.	
5 **Router**	• Is a device that connects a computer to the internet via ethernet or wi-fi. • جهاز يربط جهاز الكمبيوتر بالإنترنت بواسطة الـواي فاي أو الإيثرنت.	
6 **HDMI** (high-definition multimedia interface)	• Is a cable that transmits audio and video from and to devices.  • سلك ينقل الصوت والصورة من الأجهزة وإليها.	

Units of Measurement

Terabyte (TB)
Gigabyte (GB)
Megabyte (MB)
Kilobyte (KB)
Byte (B)
Bit

❶ Bit	The smallest unit of data	0 or 1
❷ Byte	1 Byte = 8 bits = 1 character	"Cat" = 3 characters = 3 Bytes
❸ Kilobyte (KB)	1 KB = 1024 B	
❹ Megabyte (MB)	1 MB = 1024 KB	
❺ Gigabyte (GB)	1 GB = 1024 MB	
❻ Terabyte (TB)	1 TB = 1024 GB	

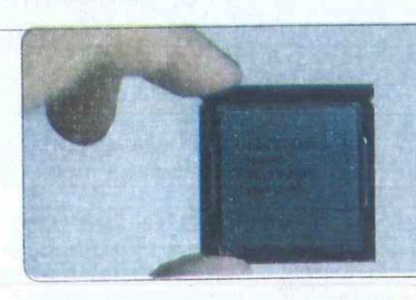
Megabits per second - Mbps



- Measures the speed of a network or internet connection.
- The faster the speed, the better the internet connection.

وحدة قياس تُستخدم لقياس سرعة شبكة الإنترنت (كلما زادت سرعة الشبكة، كان ذلك أفضل).

GigaHertz (GHz)



- Measures the number of cycles your CPU carries out per second.
- The higher the number of cycles, the faster the speed.

تُستخدم لقياس عدد الدورات التي تنفذها وحدة المعالجة المركزية في الثانية.

كلما زادت عدد الدورات، زادت سرعة معالجة البيانات والتعليمات.

Potential Computer Problems and Solutions

Problem	Reason	Solution
❶ Trouble processing large files (Like a big PowerPoint presentation)	• Not enough graphics storage • عدم وجود مساحة تخزين كافية للرسومات.	• Shut down some programs. • أغلق بعض البرامج.
❷ Not able to store files. عدم القدرة على تخزين الملفات.	• Not enough space • المساحة غير كافية.	• Move old files to an external drive. • انقل الملفات القديمة إلى محرك أقراص خارجي.
❸ A poor video-conference connection اتصال ضعيف بالشبكة أثناء مؤتمر فيديو.	• Slow wireless internet connection • اتصال لاسلكي بالإنترنت ضعيف وبطيء.	• Try an ethernet connection. • جرِّب شبكة الإيثرنت السلكية السريعة.
❹ The home internet connection not working. الإنترنت المنزلي لا يعمل.	• Connection interrupted • انقطاع الاتصال.	• Use ethernet or contact (ISP) (Internet Service Provider). • استخدم الإيثرنت أو اتصل بمزود خدمة الإنترنت.

Exercises on Lesson 2

1 Choose the correct answer:

1. The smallest unit of data is ....
   a. bit   b. byte   c. gigabyte

(محافظة البحيرة – إدارة دمنهور 2023) (محافظة الإسكندرية – إدارة شرق التعليمية 2023)

2. .... is used to store or transfer files and data between computers.
   a. HDMI   b. The CPU   c. Flash memory

3. .... is the same as a hard disk drive, but it runs faster.
   a. An external hard disk   b. Flash memory   c. Router

4. .... is a device that connects a computer to the internet via Wi-Fi.
   a. HDMI   b. A router   c. An ethernet port

(محافظة الإسكندرية – إدارة شرق التعليمية 2023) (محافظة الجيزة – إدارة الشيخ زايد 2023)

5. .... is a cable that transfers audio and video to and from devices.
   a. An ethernet cable   b. HDMI   c. A router cable

6. Network or internet speed is measured in ....
   a. GHz   b. Mbps   c. Gb

محافظة الإسكندرية – إدارة وسط 2023

7. .... measures the number of cycles your CPU carries out per second.
   a. Gigahertz   b. Mbps   c. Byte

8. .... is a cable that connects a computer to a router.
   a. HDMI   b. An ethernet cable   c. An external hard

9. The word 'apple' takes .... to represent it in a computer system.
   a. 5 bits   b. 8 bits   c. 5 bytes

10. The reason your home internet connection is not working is because ....
   a. there is no enough space
   b. there is no enough graphic storage
   c. the connection was interrupted

محافظة الإسكندرية – إدارة شرق التعليمية 2023

11. Byte is equal to .... bit(s).
   a. 1024   b. 1   c. 8

12. One of the measurement units is the Megabyte (Mb), which is equal to ....
   a. 1024 bytes   b. 1024 kilobytes   c. 1024 megabytes

محافظة الإسكندرية – إدارة المنتزه ثانٍ 2023

13. When you are not able to store files, this means that ....
   a. there is no enough graphics storage
   b. the connection is lost
   c. there is no enough space

14. Which problem would you use an ethernet cable to solve?
   a. Not able to store files.
   b. A poor video conference connection.
   c. Trouble processing large files.

15. Which one represents the correct arrangement of these measuring units of a computer (from the biggest to the smallest)?
   a. Terabyte - megabyte - gigabyte
   b. Byte - kilobyte - megabyte
   c. Megabyte - kilobyte – byte

2 Put (✓) or (✗):

1. A byte is the smallest storage unit to store data. ( )

حافظة الجيزة – إدارة العمرانية 2023

2. We use flash memory to store, transfer, and share information online. ( )
3. Gigahertz (GHz) is used to measure network speed. ( )
4. An Ethernet cable connects computers to the router. ( )

حافظة الجيزة – إدارة أبو النمرس 2023

5. Kilobyte (KB)= 1024 bytes. ( )

حافظة الفيوم – إدارة شرق 2023

6. The word 'ICT' takes 3 bits to store in a computer. ( )
7. Ethernet ports are more stable and faster than Wi-Fi. ( )
8. An ethernet cable transmits audio and video to and from devices. ( )

حافظة البحر الأحمر – إدارة الغردقة 2023

9. The more cycles that the CPU performs, the faster data can be processed. ( )
10. Gigabytes are used to measure the number of cycles executed by the CPU. ( )
11. Not having enough space can cause problems when handling large files. ( )
12. Giga byte =1204 kilobytes. ( )

حافظة الجيزة – إدارة الشيخ زايد 2023

13. External hard drive, like the HDD but much faster. ( )

حافظة الشرقية – إدارة شرق الزقازيق 2023

14. HDMI is a wire that connects a computer or laptop with the router. ( )
15. Both external hard disk and flash memory are used for the same purpose. ( )

حافظة الدقهلية – الإدارة التعليمية 2023

16. To solve the problem of not having enough space, you can move some files to an external drive ( )

17. To solve the problem of your home internet not working, you can use an ethernet cable or contact your internet service provider. ( )

3 Complete the missing parts using the words between the brackets:

(flash memory - HDMI - An ethernet cable - A router)

1. A .... stores information.
2. .... connects your computer or laptop to the router.
3. .... connects the computer to the internet via Wi-Fi or ethernet.
4. .... is a cable that transmits audio and video to and from devices.

4 Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1 Byte	a. 1,024 kilobytes
2 Megabyte	b. 1,024 bytes
3 Gigabyte	c. 1,024 gigabytes
4 Kilobyte	d. 1,024 megabytes
	e. 8 bits

1 .... 2 .... 3 .... 4 ....

B

Column (A)	Column (B)
1 A poor video-conference connection	a. Shut down some programs.
2 Not able to store files	b. Try an ethernet connection
3 Not enough graphics storage	c. Move old files to an external drive.

1 .... 2 .... 3 ....

Lesson 3 Networks

Networks • They are groups of people, or things that are connected to each other for a common purpose.

تُمثِّل مجموعة من الأشخاص أو الأشياء المرتبطة بعضها ببعض لهدف مشترك.



For example: Your Family

» You bond and communicate with each other, sharing support and experiences.

« أنتم تترابطون وتتواصلون معًا، وتتشاركون الدعم والخبرات.



Computer Networks • they connect computers with each other to share important information and data.

تربط أجهزة الكمبيوتر مع بعضها البعض؛ لمشاركة معلومات وبيانات مهمة.

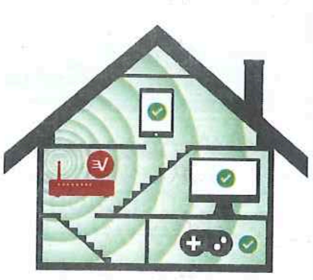


Some Types of Computer Networks

1 Local Area Network (LAN)

» You may have your own personal computer network at home.

» It may consist of a computer connected to another computer or device, such as a printer or router.

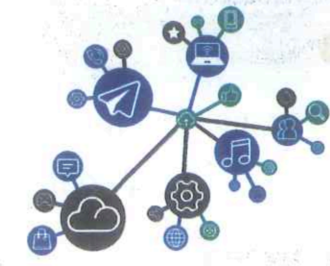


« قد يكون لديك شبكة الكمبيوتر الشخصية الخاصة بك في المنزل.

« قد تتكوَّن من جهاز كمبيوتر متصل بجهاز كمبيوتر آخر أو جهاز آخر مثل: الطابعة أو الراوتر.

2 Internet

» The internet is a network that connects millions of computers and the people using them from all around the world.



« الإنترنت هو شبكة تربط أجهزة الكمبيوتر والأشخاص الذين يستخدمون تلك الشبكة من جميع أنحاء العالم.

What do we need to connect a computer to the internet?

- We need a gateway, such as a router.

Router • It connects your computer to an ISP (Internet Service Provider).

يقوم بربط جهاز الكمبيوتر الخاص بك بمزود خدمة الإنترنت.

The ISP • (Internet Service Provider) is a company that provides internet service to customers.

(مزود خدمة الإنترنت) هي شركة تقدم خدمة الإنترنت للعملاء.



» **Note:** A gateway is a means of access to something.

The World Wide Web (WWW) • is part of the internet network and is made up of web pages and sites that people can navigate.

شبكة الويب العالمية: تعتبر جزءًا من شبكة الإنترنت، وهي تتكوَّن من صفحات شبكية أو صفحات ويب يمكن للأشخاص التنقل بينها.

» **Example:** The Egyptian Knowledge Bank (EKB) on the WWW, is available for free to all Egyptians who register on the site.

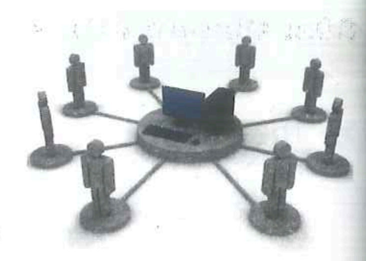


« البوابة هي وسيلة للوصول لشيء ما.

« إن بنك المعرفة المصري متاح بالمجان لجميع المصريين المسجلين على الموقع.

Theme 1

3 Intranet



» Unlike the internet, the intranet is private, and restricted to only those who are part of the business, school, or organization with which they are connected.

« على عكس الإنترنت، يعتبر الإنترانت أكثر خصوصية، ويقتصر فقط على الذين يشكلون جزءًا من العمل أو المدرسة أو المؤسسة التي تتصل بها.

Open Network

- It is opened and accessible to all.
  Example: The Web
  هي شبكة مفتوحة ومتاحة للجميع (مثل شبكة الإنترنت).

Closed Network

- It may only have computers linked by cable to allow file sharing.
  Example: A school's computer lab
  قد تحتوي فقط على أجهزة كمبيوتر متصلة بواسطة كبل للسماح بمشاركة الملفات.

Intranet		Internet
Closed computer network	Share information	Open computer network

Cable

- Its is a long connector that transmits data or power between devices.
  Example: Ethernet cable
  هو مُوصِّل طويل ينقل البيانات أو الطاقة بين الأجهزة (مثال: سلك الإيثرنت).



Lesson 3

80s: Dial-up Internet Connection

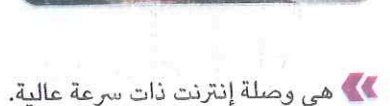


» They used phone line to connect to the internet.
» They couldn't use the phone when on the internet.
» A slow but stable connection.

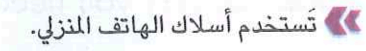
« كان خط الهاتف هو الطريقة الوحيدة للاتصال بالإنترنت.
« كان يستحيل استخدام الهاتف أثناء الاتصال بالإنترنت. « كان الاتصال بطيئًا ولكن ثابتًا.

Late 80s: Digital Subscriber Line (DSL)

» A high-speed connection.
» It uses the same home phone wires to connect to the internet.
» It allows the phone and the internet to be used simultaneously.



« هي وصلة إنترنت ذات سرعة عالية. « تستخدم أسلاك الهاتف المنزلي.



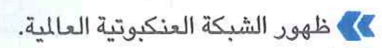
« تسمح باستخدام الهاتف والإنترنت في آنٍ واحد.

90s



» Emergence of the World Wide Web (WWW)
» It consists of a large set of web pages that are linked to each other using hyperlinks.

« ظهور الشبكة العنكبوتية العالمية.



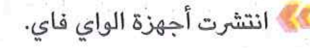
« تحتوي على مجموعة كبيرة من صفحات الويب التي ترتبط معًا باستخدام روابط تشعبية.

2000+



» Wi-Fi devices become popular.
» Hotspots allow you to access the internet anywhere from your smartphone.

« انتشرت أجهزة الواي فاي.



« ظهرت أيضًا نقاط الاتصال التي تتيح لك الاتصال بالإنترنت من أي مكان من خلال الهواتف الذكية.




Exercises on Lesson 3

1 Choose the correct answer:

1. .... are groups of people or things that are connected to each other.
   a. Computers b. Networks c. Gateways

(محافظة الجيزة – إدارة العمرانية 2023) (محافظة الجيزة – إدارة أبو النمرس 2023)

2. Computer .... connect(s) computers together to share important information.
   a. accessories b. networks c. hardware
3. To connect your computer to the internet, you need a ....
   a. network b. gateway c. flash memory

(محافظة الجيزة – إدارة العمرانية 2023) (محافظة الإسكندرية – إدارة شرق التعليمية 2023)

4. .... consists of a computer connected to a printer or a router.
   a. The internet b. The ethernet c. The LAN
5. A router is considered a/an ....
   a. famous browser b. antivirus software c. gateway for the internet

(محافظة المنوفية – إدارة السادات 2023) (محافظة الدقهلية – الإدارة التعليمية 2023)

6. A/An .... is a device that connects your computer to an ISP.
   a. ethernet cable b. router c. ethernet port
7. The .... is a network that connects computers and people using them from all around the world.
   a. information b. internet c. device

محافظة الجيزة – إدارة أبو النمرس 2023

8. .... is a company that provides internet service to customers.
   a. An ISP b. A router c. WWW
9. .... is a part of the internet that has web pages and sites that people can visit.
   a. A LAN b. The intranet c. WWW
10. The.......................... is private and restricted to only those who are part of the business, school, or organisation with which they are connected.
    a. internet b. intranet c. LAN
11. A school's computer lab is an example of ....
    a. the internet b. an open network c. a closed network
12. .... is available for free to all Egyptians who register on the site.
    a. The EKB b. Google Chrome c. Wikipedia
13. The web is an example of ....
    a. an open network b. a closed network c. a LAN
14. WWW is part of the internet that has .... that people can navigate.
    a. LAN b. a closed network c. web pages
15. A .... is a long connector that transmits data or power between devices.
    a. flash memory b. router c. cable
16. .... is a slow connection that doesn't allow you to use the phone when using the internet.
    a. Dial-up b. DSL c. WWW
17. .... allows you to access the internet from anywhere on your smartphone.
    a. WWW b. Hotspot c. Bluetooth
18. .... allows the phone and the internet to be used simultaneously.
    a. Dial-up internet connection
    b. Digital subscriber line (DSL)
    c. World Wide Web

2 Put (✓) or (✗):

1. The internet is more secure and private than the intranet. ( )
محافظة الفيوم – إدارة شرق 2023
2. Computer networks connect computers to each other to share information and data. ( )
3. A LAN is a wide area network. ( )
محافظة الفيوم – إدارة شرق 2023
4. A local area network (LAN) is a network that connects computers from all over the world. ( )
5. To connect a computer to the internet, you need a router. ( )
6. A cable is a long connector that transfers data or power between devices. ( )
7. To connect a computer to the internet, a gateway must be used. ( )
8. WWW is a short form for the World Wide Web. ( )
محافظة الجيزة – إدارة العمرانية 2023
9. The World Wide Web (WWW) is a part of the intranet. ( )
10. Hotspot appeared after the year 2000. ( )
11. The internet is a private network that is restricted to some people. ( )
12. A school's computer lab could have its own closed network. ( )
محافظة الجيزة – إدارة أبو النمرس 2023
13. Hotspot allows you to access the internet from anywhere on your smartphone. ( )
14. The Egyptian Knowledge Bank is available for free to Egyptians. ( )
محافظة الفيوم – إدارة شرق 2023

3 Complete the missing parts using the words between the brackets:

(WWW – A router – DSL – An ISP – A LAN – The EKB)

1. .... enables you to connect your laptop to the internet.
2. .... consists of one computer connected to a printer or a router.
3. .... is a part of the internet network, made up of web pages and sites.
4. .... is the internet service provided by Egyptian companies to citizens.
5. .... is available for free to all Egyptians who register on the site.
6. .... allows the phone and the internet to be used simultaneously.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A router	a. is a part of the internet network, is made up of web pages and sites
2 The internet	b. is a computer network between some people in the same work.
3 The intranet	c. connects your computer to an ISP.
4 WWW	d. is a computer network between people all over the world.

1 .... 2 .... 3 .... 4 ....

5 Complete the following diagram:

.... | ....

Open computer network | .... | Closed computer network

Lesson 4 Digital Communication Tools

Uses of Computer Networks and the internet

1 For People:

» We communicate using computers or mobile networks every day to:

1. Send a text.
2. Buy something.
3. Take an online class.
4. Download or upload a video.
5. Use an app or program.

« نتواصل يوميًا باستخدام شبكات الكمبيوتر أو الهواتف:

1. لإرسال رسائل نصية.
2. لشراء شيء.
3. لأخذ دروس عبر الإنترنت.
4. لتنزيل أو تحميل مقاطع فيديو.
5. لتشغيل التطبيقات أو البرامج.





2 For Businesses and Organizations:

» They use networks every day to share information through:

1. Closed networks to share private information.
2. Open networks to share public information.

« تَستخدم الشركات والمؤسسات أيضًا الشبكات يوميًا لمشاركة المعلومات، من خلال:

1. شبكات مغلقة لمشاركة المعلومات الخاصة.
2. شبكات مفتوحة لمشاركة المعلومات العامة.

Internet of Things

» Household items can be part of a network; this is called "Internet of Things" (IoT).

» The IoT consists of devices linked to the internet via Wi-Fi.

» These devices can be controlled, whether you're in the same room or in another city!

« يمكن أن تكون الأدوات المنزلية جزءًا من شبكة أيضًا، وهذا ما يُسمَّى «إنترنت الأشياء».

« يمكن التحكم في هذه الأجهزة سواء كنت في نفس الغرفة أو في مدينة أخرى.



Examples of "IoT"

1. Bluetooth speakers to listen to music.
2. A digital refrigerator
3. Washing machine

» **Note:** These devices can be turned on/off using specific apps.

Bluetooth: It is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

تقنية شبكية تربط الأجهزة المحمولة اللاسلكية عبر مدى قصير؛ لتشكيل شبكة لنقل البيانات بين الأجهزة المختلفة.



Theme 1

Networks and People of Determination

» Computer networks give people of determination independence, at home or in public places. This independence helps them save money and time. It also increases their level of self-confidence.

« تمنح شبكات الكمبيوتر الأشخاص ذوي الهمم الاستقلالية سواء في المنزل أو في الأماكن العامة.
وتساعدهم الاستقلالية على توفير المال والوقت وزيادة مستوى ثقتهم بأنفسهم.

» Hatem is visually impaired, so he does schoolwork online, using screen readers for audio feedback, and for help with reading braille.

» Hatem uses computer networks daily. He listens to music on his Bluetooth speakers. His favorite website is the Egyptian Knowledge Bank because it has a lot of interesting information.

» His favorite subject is archaeology. One day, he wants to be an explorer like Fred Hiebert!

» Hatem also shops online. He thinks e-commerce makes life so much easier for everyone.

» **Before doing online shopping:**

1. He always asks his parents before he goes online shopping.
2. His parents remind him to think about digital privacy, so he's extra safe about giving out his information.

« حاتم معاق بصريًا؛ لذلك يقوم بواجبه المدرسي عبر الإنترنت، باستخدام قارئات الشاشة؛ للحصول على ردود الفعل الصوتية، ولمساعدته على القراءة بطريقة برايل.

« يَستخدم حاتم شبكات الكمبيوتر بشكل يومي، يستمع إلى الموسيقى على مكبرات الصوت التي تعمل بتقنية البلوتوث.

« موقعه المفضل هو بنك المعرفة المصري؛ لأنه يمتلك الكثير من المعلومات الشيقة.

« مادته المفضلة هو علم الآثار. في يوم من الأيام، أراد أن يصبح مستكشفًا مثل فريد هيبرت!

« حاتم يقوم أيضًا بالتسوق عبر الإنترنت. هو يعتقد أن التجارة الإلكترونية تجعل الحياة أسهل للجميع.

« **قبل التسوق عبر الإنترنت:**

1. حاتم يسأل والديه دائمًا قبل أن يذهب للتسوق عبر الإنترنت.
2. يُذكِّره والداه بالتفكير في الخصوصية الرقمية؛ لذلك يكون حَذِرًا جدًا في إعطاء معلوماته.

Lesson 4



1 Screen Readers

» Help visually impaired people to do the following:

1. Writing research papers.
2. Doing homework.
3. Accessing files and documents on PC.

« لمساعدة ضعاف البصر في كتابة الأبحاث والواجبات المنزلية والوصول إلى الملفات والمستندات على جهاز الكمبيوتر.



2 Braille Method

» It helps blind people read and write. « تساعد المكفوفين على القراءة والكتابة.

3 E-commerce

» Online shopping, where people can buy and sell products.

« التسوق عبر الإنترنت، حيث يمكن للأشخاص شراء المنتجات وبيعها.



Explanatory Information

معلومات توضيحية إضافية خارج الكتاب المدرسي

Braille and screen readers are both assistive technologies that can help people who are blind or visually impaired access information.

Braille is a system that uses raised dots to represent letters and numbers. It allows blind people to read and write by touch.

Screen readers are software programs that convert digital text that is displayed on a computer screen into speech that is read aloud. Screen readers can also be used to control a computer with voice commands.

» The main difference between braille and screen readers is that, braille is read by touch, while screen readers are read by speech.

» Both tools can be useful for people of determination in accessing information and doing their homework. The choice between the two may depend on personal preference and individual needs.

Exercises on Lesson 4



1 Choose the correct answer:

1. The .... consists of devices linked to the internet via Wi-Fi.
   a. CPU b. IoT c. DSL
2. The technology that connects wireless mobile devices over a short range to form a network is called ....
   a. Bluetooth b. WWW c. intranet
   محافظة الإسكندرية – إدارة شرق التعليمية 2023
3. Online buying and selling is known as ....
   a. Word b. e-commerce c. PowerPoint
   محافظة الفيوم – إدارة شرق 2023
4. To share .... information, you can use open networks.
   a. private b. personal c. public
5. Businesses and organizations use .... networks to share private information.
   a. open b. closed c. public
6. Bluetooth is a networking technology that connects wireless mobile devices over a .... range to form a network to transmit data.
   a. short b. long c. middle
   محافظة الإسكندرية – إدارة المنتزه ثان 2023
7. People of determination use............................ to help them with shopping.
   a. e-commerce b. mouse c. file
   محافظة الإسكندرية – إدارة العجمي 2023
8. Visually impaired people can use .... for doing their homework.
   a. Bluetooth b. screen readers c. Zoom
9. Braille method allows blind people to ....
   a. write b. read c. both a and b
10. You can use .... applications to buy anything on the internet.
    a. browser b. braille c. e-commerce
    محافظة الدقهلية – الإدارة التعليمية 2023

2 Put (✓) or (✗):

1. People communicate every day using computer networks. ( )
2. The digital washing machine is an example of the Internet of Things (IoT). ( )
   محافظة المنوفية – إدارة السادات 2023
3. Bluetooth is a network technology that works over long distances. ( )
   (محافظة الإسكندرية – إدارة وسط 2023) (محافظة الجيزة – إدارة الشيخ زايد 2023)
4. People of determination can communicate and follow their lessons online. ( )
5. You can't control home appliances connected to the internet remotely. ( )
6. Braille makes it more difficult to read for people of determination. ( )
   محافظة الجيزة – إدارة العمرانية 2023
7. Braille helps blind students read and write their homework. ( )
8. Always ask permission from your parents before buying anything online. ( )
9. It is difficult for household appliances to be part of a network. ( )
10. The Internet of Things is a network technology that connects wireless mobile devices via short range. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A digital refrigerator	a. is used by blind people to read.
2 Screen readers	b. is used to sell your smartphone online.
3 Braille	c. is an example of IoT.
4 E-commerce	d. are used by people of determination to write research.

1 .... 2 .... 3 .... 4 ....

Lesson 5 Internet Connection Problems and Solutions

» We have studied that Fred Hiebert uses:

❶ Word, Excel, and PowerPoint to make presentations about his discoveries.

❷ Email and video conferencing to share his discoveries with his colleagues.



» While using these programs, he may face many problems related to:

❶ The device he's using or its software.

❷ A weak or interrupted internet connection

« يستخدم فريد هيبرت:

❶ برامج Word- Excel-PowerPoint لإعداد عروض تقديمية حول اكتشافاته.

❷ البريد الإلكتروني ومؤتمرات الفيديو ليشارك اكتشافاته مع زملائه.

« أثناء استخدام هذه البرامج، قد يتعرَّض للعديد من المشكلات المرتبطة بـ:

❶ الجهاز المستخدم أو برامجه.

❷ ضعف الاتصال بشبكة الإنترنت أو انقطاعه.



Following a Process

» Follow this troubleshooting process to help with computer problems:

❶ Identify the problem.

What's the issue? Is it a hardware or software problem?
Have you committed an error that caused the problem?

❷ Plan different ways you might solve the problem.

❸ Go through your potential solutions to the problem.

Try each one until you find a solution or get to your final idea without solving it.

❹ If you do not find a solution to the problem, you should ask your teacher or a member of your family for help.

« اتبع خطوات اكتشاف المشكلات وحلها؛ للمساعدة على حل مشكلات جهاز الكمبيوتر:

❶ حدِّد المشكلة: ما المشكلة؟ هل هي مشكلة في مُكوِّنات جهاز الكمبيوتر أم في البرمجيات؟ هل ارتكبت خطأ سبَّبَ هذه المشكلة؟

❷ فكِّر في طرق مختلفة يمكنك اتباعها لحل المشكلة وخطِّط لها.

❸ ادرس الحلول المحتملة للمشكلة، وجرِّب كلًّا منها إلى أن ينجح أحدها، أو تصل إلى فكرتك الأخيرة من دون حل المشكلة.

❹ إذا لم تتوصَّل إلى حل للمشكلة، فعليك الاستعانة بمعلمك أو بأحد أفراد أسرتك.





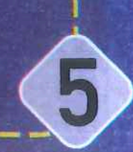
Following a process when troubleshooting will help you:

1. Find different ways to solve problems.
2. If your idea didn't work for a particular problem may work for another.

إن اتباع خطوات محددة عند العمل على اكتشاف المشكلات وإصلاحها، سيساعدك على التوصل إلى طرق مختلفة لحل المشكلات. وإذا لم تنجح فكرة ما توصلت إليها في حل مشكلة معينة، فقد تسهم في حل مشكلة أخرى.

Problem	Solution
1 The computer slows down when opening an app.	• Shut down and restart it. • Check for software updates. • Delete unwanted apps.
2 The browser is running slow.	• Check Wi-Fi signal. • Make sure apps are up-to-date on your device.
3 No internet connection	• Use the software to troubleshoot your Wi-Fi connection. • Check that the router is connected. • Restart your router. • Try a new ethernet cable. • Contact the customer service of your ISP for help.
4 Slow to download	• Restart your computer and router. • Check the internet speed.

Exercises on Lesson 5



1 Choose the correct answer:

1. Mr. Hiebert uses emails and .... to share his discoveries with his colleagues.
   a. Facebook b. MS Word c. video conferences
2. The first step in solving a problem is ....
   a. identifying the problem
   b. studying solutions c. thinking of ways to solve it

   محافظة الدقهلية – الإدارة التعليمية 2023
3. When the browser is running slowly, you have to ....
   a. delete unwanted apps b. check the Wi-Fi signal
   c. check your keyboard
4. If there is no internet connection, ...
   a. check that the router is connected
   b. delete unwanted apps
   c. check the internet speed

   محافظة الجيزة – إدارة الشيخ زايد 2023
5. One of the solutions to the problem of slow loading is to ....
   a. download software b. update software
   c. restart the computer

   محافظة الإسكندرية – إدارة المنتزه أول 2023
6. The solution to the problem of slow downloads is to ....
   a. check the internet speed
   b. delete unwanted apps c. update the app

   محافظة الإسكندرية – إدارة شرق التعليمية 2023
7. Check for software updates when ....
   a. there is no internet connection
   b. downloading a file is very slow
   c. the computer slows down when opening an app

8. Try a new ethernet cable when ....
   a. there is no internet connection
   b. the screen freezes
   c. the computer slows down when opening an app
9. You can contact the customer service of your ISP for help when ....
   a. the internet connection is interrupted
   b. the browser is running slowly
   c. an app doesn't open

2 Put (✓) or (✗):

1. Mr. Hiebert uses emails to share his discoveries with his colleagues. (   )
2. You should follow the troubleshooting process to solve computer problems. (   )
3. Identifying the problem is the last step in solving computer problems. (   )
4. PowerPoint is a Microsoft program used for making presentations. (   )
5. You can use software to check your internet connection. (   )
6. If your home internet is not working, you can close some programs to solve the problem. (   )
7. We should regularly check for software updates to avoid software problems. (   )
8. If the idea you have doesn't solve a problem, it may contribute to solving another problem. (   )
9. Restarting the router is one of the ways to solve the slow download problem. (   )
10. One of the solutions to the problem of a slow computer when opening an app, is to delete the app. (   )

3 Arrange the following steps:

a. (............................) Plan different ways to solve the problem.
b. (............................) Go through your potential solutions.
c. (............................) Ask your teacher or a member of your family for help.
d. (............................) Which solution worked?
e. (............................) Identify the problem.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
Problem	Solution
1. No internet connection	a. Delete unwanted apps.
2. The browser running slow	b. Restart your router.
3. The computer slows down when opening an app	c. Check the Wi-Fi signal.

1. .... 2. .... 3. ....



Lesson 6 Digital File Management

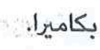
Information Is Everywhere

» Where can we find information?



» A QR code helps us access the information easily and quickly by scanning the code with a camera phone.

« يساعدنا رمز الاستجابة السريعة في الوصول إلى المعلومات بسهولة وبسرعة عن طريق مسح الرمز باستخدام هاتف مزود بكاميرا.




How do we save and store information ?



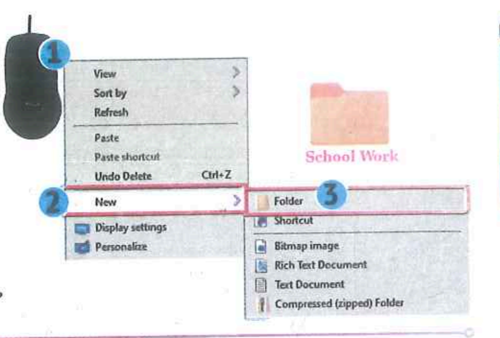
1. Using a scanner: to **save** images and documents on a computer for later use.
2. Using flash memory: to **store** and **share** information and data.

1. يستخدم لحفظ الصور والمستندات على الكمبيوتر لاستخدامها لاحقًا.
2. تستخدم لتخزين ومشاركة المعلومات والبيانات.



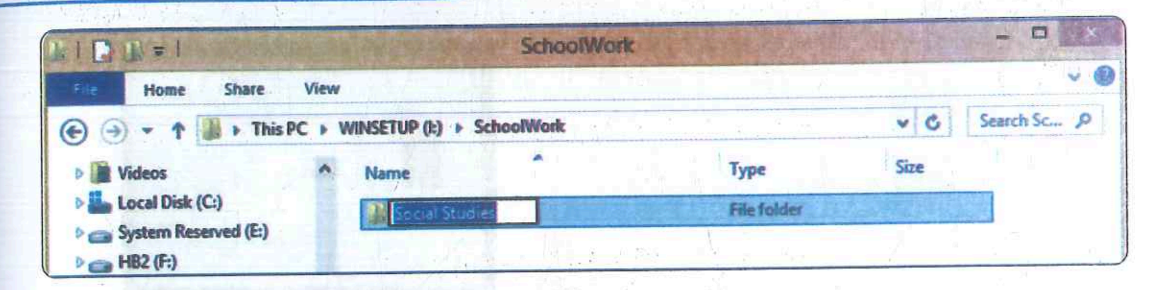

How to get organized using ICT tools

1 Create the main folder



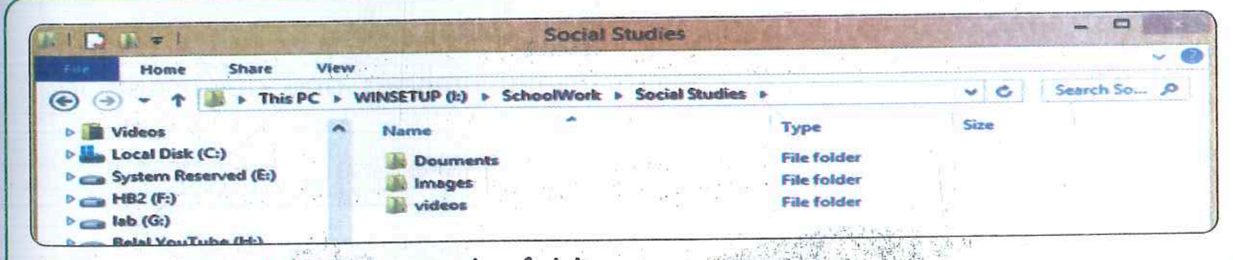
1. Press the right button of the mouse.
2. Select New, then select Folder.
3. Type a name for the folder (School Work).

2 Add sub-folders



1. Open the main folder.
2. Press the right button of the mouse.
3. Select New, then select Folder.
4. Type a name for the folder (Social Studies).

3 Type a name of each folder



1. Press the right button on the folder.
2. Select "Rename".
3. Type the new name, then press Enter.

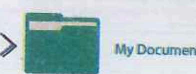
Theme 1

NOTES:

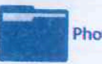
1. Place documents, images, and videos in the correct folder.
2. It is preferable to give each folder an appropriate title.
3. You can give a title to a folder by pressing right-click and select "Rename".

The following figures show organized and disorganized file systems.

Organized Files











Disorganized Files

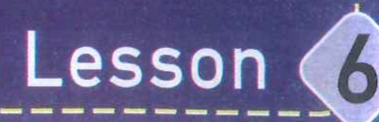


Test Yourself

Complete the following:

1. You should give .... To each file or folder
2. We can find information in ...., ..., ... and ....
3. You can add .... inside main folder
4. .... is used to convert printed images and documents to digital ones.
5. To create new folder , we select .... From shortcut menu.
6. .... Help to access information quickly by scanning a code.
7. .... contain printed books, while .... contain digital books.

Exercises on Lesson 6





1 Choose the correct answer:

1. A .... helps us access information by scanning it with a phone camera.
   a. QR code b. printer c. router

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2. To store and share information, we use the ....
   a. scanner b. printer c. flash memory
3. A .... is used to save images on a computer to use later.
   a. scanner b. printer c. router
4. .... folders help us manage files using ICT tools.
   a. Creating b. Deleting c. Copying
5. The first step that helps you organize data on your computer is to ....
   a. add a sub-folder b. name the folders
   c. create the main folder
6. The .... is used to enter images and files on the device.
   a. keyboard b. printer c. scanner

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7. Select ".............................." from the shortcut menu to create a new folder.
   a. Paste b. Copy c. New

   محافظة الإسكندرية – إدارة المنتزه أول 2023

8. To open a folder, select ".............................." from the shortcut menu.
   a. Open b. Folder c. New
9. To change the title of a folder, you can use the ".............................." command.
   a. New b. Open c. Rename

10 To create a main folder, press the .... button of the mouse, then select New, Folder.

a. right b. left c. none of them

2 Put (✓) or (✗):

1 A QR code is used to get information quickly and easily. ( )

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2 We use a scanner to save images to use later. ( )

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3 We can use the digital camera to transfer and share files. ( )

4 ICT tools help us manage digital files. ( )

5 You can add a main folder inside sub-folders to manage files. ( )

محافظة المنوفية – إدارة السادات 2023

6 We can give a name to a folder by right click then rename. ( )

محافظة الجيزة – إدارة الشيخ زايد 2023

7 Data must be organized on the computer for easy retrieval. ( )

محافظة الإسكندرية – إدارة المنتزه أول 2023

8 A printer is used to save images on the computer to use later. ( )

9 Adding sub-folder inside the main folder is not allowed by the operating system. ( )

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10 The main folder contains sub-folders and files. ( )

محافظة الإسكندرية – إدارة المنتزه ثانٍ 2023

11 To change the title of a folder, choose the "Delete" command. ( )

محافظة الفيوم – إدارة شرق 2023

12 An operating system does not allow you to add a subfolder inside a main folder. ( )

محافظة الإسكندرية – إدارة وسط 2023

3 Arrange the following steps:

a. (.........................) Type a name for the main folder (Books).
b. (.........................) Add sub-folders.
c. (.........................) Put the books in the correct files.
d. (.........................) Type the name of the folders (Science - Math - History).
e. (.........................) Create the main folder.

4 Complete the missing parts using the words between the brackets.

(QR codes – scanner – computers – flash memory – camera – Libraries)

1 A .... helps us store and transfer data and information.

2 A .... helps us get images, while a .... helps us save it on computer.

3 .... contain printed books, while .... contain digital books.

4 .... help us access the information by scanning it with a phone camera.

5 Choose from column (A) what suits it in column (B):

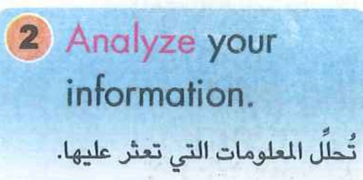
Column (A)	Column (B)
1 A digital camera	a. helps us enter and store images into a computer.
2 A QR code	b. is used to analyze and graph information.
3 A scanner	c. takes pictures and video during video chats.
4 Excel	d. is a quick and easy way to share information.

1 .... 2 .... 3 .... 4 ....

Lesson 7 Information Search Strategies

» When searching for information, you are constructing knowledge. So, it is important to do the following:

« عندما تبحث عن المعلومات، فإنك في الواقع تبني معرفة؛ لذلك من المهم عمل الآتي:



1. Plan your searches.
   أن تخطط لأبحاثك.
2. Analyze your information.
   تُحلِّل المعلومات التي تعثر عليها.
3. Check the information you find critically.
   تتحقق من المعلومات بأسلوب ناقد.



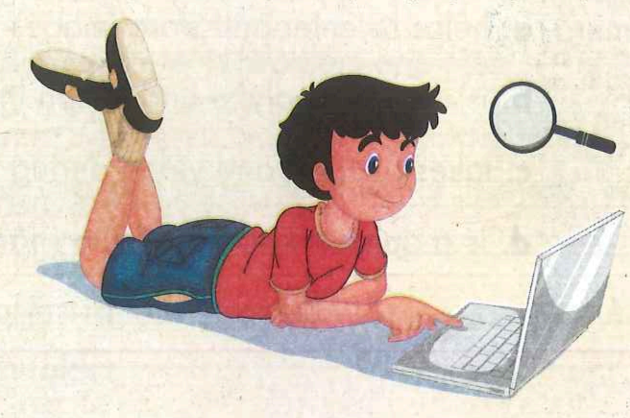


» The internet is very big and you must decide exactly what information you want.

» A lot of the information you find when searching will also need evaluating, selecting, and organizing. So, you will then need to process and organize the information before completing your work.

« تحوي شبكة الإنترنت كمًّا هائلًا من المعلومات، وعليك أن تحدد بدقة المعلومات التي تسعى إلى التوصل إليها.

« تحتاج العديد من المعلومات التي تعثر عليها أثناء بحثك إلى الخضوع لعمليات: تقييم، وانتقاء، وتنظيم، ما يعني أنك ستحتاج إلى معالجة المعلومات وتنظيمها قبل إكمال عملك.



How do you search for information online

» It is important to work collaboratively with classmates when searching for information. Here are some suggested steps:



1. Decide on a topic.
2. Break the topic down into smaller sub-topics,
3. Share the knowledge with your classmates.
   - What do you know about already?
   - What do you not know?
4. Decide who is going to search for which information.
   - It is good practice for two people to search for the same information and then share and contrast their results.
5. Decide on keywords for searches about the sub-topics.
   - It is not a good idea to use full sentences when searching.
6. Share your results.
   - Decide how to select and organize the information, and then how to organize it for presentation.





« من المهم أن تتعاون مع زملائك في الفصل أثناء البحث عن المعلومات. فيما يلي بعض الخطوات المقترحة:



1. اختر موضوع بحثك.
2. قسِّم الموضوع إلى موضوعات فرعية أصغر.
3. شارك معلوماتك مع زملائك في الفصل (ماذا تعرف حتى الآن؟ وما المعلومات التي تنقصك؟).
4. عيِّن لكل زميل معلومات يبحث عنها. من الجيد أن يبحث زميلان عن المعلومات نفسها، ثم يتشاركان نتائجهما وبياناتهما.
5. حدِّد كلمات مفتاحية Keywords للبحث عن الموضوعات الفرعية؛ إذ لا يُنصح باستخدام جُمَل كاملة أثناء البحث.
6. شارك نتائجك، وحدِّد كيفية انتقاء المعلومات وتنظيمها، ثم كيفية تنسيقها من أجل إعداد عرض تقديمي.

Remember

When searching online,

1. Use the same strategies as above.
2. Try using different keywords with similar meanings (synonyms of the words).




تذكَّر:

1. عند البحث عبر الإنترنت، استخدم نفس الإستراتيجيات المذكورة أعلاه.
2. حاول استخدام كلمات مفتاحية Keywords مختلفة ذات معانٍ متشابهة (مرادفات الكلمات).

Explanatory Information

معلومات توضيحية إضافية خارج الكتاب المدرسي

- Search engines are better at understanding keywords than full sentences.
- It is not a good idea to use full sentences because search engines understand keywords better than natural language.
- Keywords are short, specific words or phrases that are related to your topic. Using keywords helps search engines find relevant results.
- Also using different keywords with similar meanings can help you find more relevant results. This is because different sources may use different words to describe the same topic. By using a variety of keywords, you increase the chances of finding information that is relevant to your search.

Test Yourself

Complete the following:

1. The first step when searching online is ....
2. It is not recommended to use .... when searching
3. It is recommended to use .... keywords with .... meanings when searching

Exercises on Lesson 7

1 Choose the correct answer:

1. The .... contains a huge amount of information.
   a. data b. internet c. school

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2. The internet is very big, to narrow down your search terms, you would use .... keywords.
   a. specific b. general c. both of them

3. When searching for information, you must first ....
   a. decide on a topic b. analyze the results c. organize the work

   محافظة الإسكندرية – إدارة المنتزه أول 2023

4. It is not a good idea to use .... when searching about sub-topics.
   a. full sentences b. keywords
   c. different words with similar meanings

5. When searching online, specify .... to search for sub-topics rather than using large sentences or whole sentences.
   a. keywords b. internet c. data

   محافظة الجيزة – إدارة الشيخ زايد 2023

6. Before showing your results on graphs, you should .... them.
   a. share b. analyze c. delete

7. When we are searching, we break the topic down into .... sub-topics.
   a. smaller b. bigger c. wide

   محافظة الجيزة – إدارة أبو النمرس 2023

8. When searching online, try to use different keywords with .... meanings.
   a. different b. similar c. both of them

9. When we are searching, we should break the topic down into smaller ....
   a. results   b. keywords   c. sub-topics
10. The first step when searching for information is to ....
   a. share your results   b. decide on keywords   c. decide on a topic

2 Put (✓) or (✗):

1. The first step when searching for information is to share your results. ( )
2. When searching for information, it is important to plan your searches first. ( )
3. You must evaluate, select, and organize the information you find. ( )
4. The internet has a limited amount of information. ( )
5. Breaking the topic down into smaller sub-topics is not important when you search for information. ( )
6. Using full sentences is a good idea when searching for any topic. ( )
7. Using synonyms for keywords can help you get relevant results. ( )

3 Arrange the following steps to conduct an online search:

a. (........................) Share your results.
b. (........................) Decide on a topic.
c. (........................) Decide on keywords.
d. (........................) Break the topic down into smaller sub-topics.

Lesson 8 Sharing Information

» We can share information online through:
1. The internet
2. The intranet

Intranet

1. The intranet is used to share information in a closed network.
2. It is more secure.



« تستخدم لمشاركة المعلومات عبر شبكة مغلقة، وهي أكثر أمانًا.

Internet

1. The internet is used to share information over the web (an open network).
2. It is less secure.

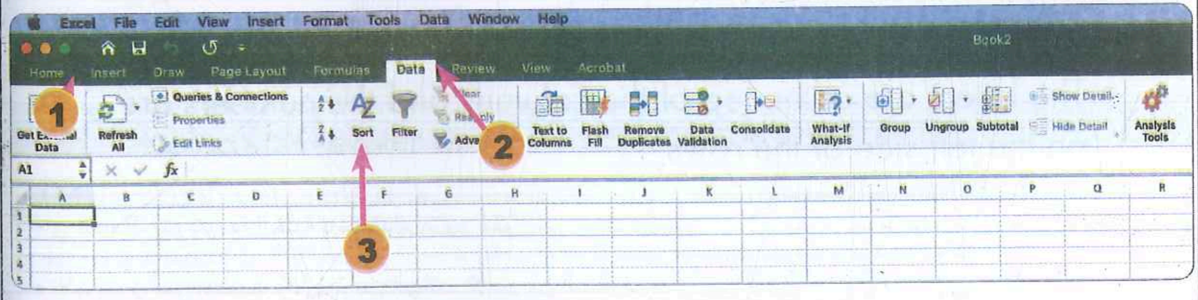


« تستخدم لمشاركة المعلومات عبر شبكة مفتوحة، وهي أقل أمانًا.



Using Microsoft Excel

1 Sorting information in an alphabetical order



» Go to the toolbar and click on Data. Then click on Sort.

« اذهب إلى شريط الأدوات (Toolbar)، وانقر على علامة التبويب «بيانات» (Data)، ثم على «فرز» (Sort).

2 Setting formulas in cells

» You can set formula to add (+), subtract (-), multiply (x), or divide (/):

1. Click on the cell you want to set a formula.
2. Type "=" in this cell. This tells Excel you are creating a formula.
3. Decide which cells are in your formula, reference the letters and numbers of each cell.

« انقر على الخلية التي تود إنشاء معادلة فيها، ثم اكتب علامة "=" في الخلية، هذا يخبر برنامج إكسل بأنك ستنشئ معادلة.

« حدِّد الخلايا التي تود إدراجها في المعادلة، وقم بالإشارة إلى الأحرف والأرقام الخاصة بكل خلية.

Letters at top of the columns

numbers to the left of the rows

column D - Row 5 (D5)

NOTES:

- In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the rows.

- في Excel، يتم تسمية الخلية باستخدام مزيج مُكوَّن من حرف ورقم.
- الأحرف في أعلى الأعمدة، والأرقام على الجانب الأيسر من الصفوف.

Example 1:

» You want to add the data from columns A, B, and C, row 4.

» You would type the following in the cell that will create the formula:

= A4 + B4 + C4

« نفترض أنك تريد جمع القيم الواردة في الأعمدة A,B,C من الصف 4، في هذه الحالة ستكتب ما يلي في الخلية التي ستنشئ لك المعادلة = A4 + B4 + C4

Example 2:

» Add numbers from the same column (A), but different rows (4 - 6).

» The formula will be: = A4 + A5 + A6

« لإضافة أرقام من العمود نفسه (A) لكن من صفوف مختلفة (4-6)، ستكون المعادلة = A4 + A5 + A6

Test Yourself

Complete the following:

1. .... used to share information in a closed network, and it is more secure.
2. .... program is used for creating tables and setting up formulas.
3. In Excel, Columns are labeled by .... But rows are labeled by ....
4. To make a formula in excel, we type .... in the cell.
5. The operator .... is used in excel to perform division
6. The name of .... In excel is a combination of letters and numbers.

Exercises on Lesson 8

1 Choose the correct answer:

1. The internet is a/an .... network.
   a. open b. closed c. both
   (محافظة القاهرة – إدارة النزهة 2023) (محافظة الإسكندرية – إدارة المنتزه أول 2023)
2. The .... is used to share the information in a private network.
   a. WAN b. internet c. intranet
3. The more secure sharing in a closed network is called ....
   a. intranet b. internet c. none of them
   محافظة الإسكندرية – إدارة شرق التعليمية 2023
4. A network used to share information and that is less secure is called ....
   a. email b. internet c. intranet
   محافظة المنوفية – إدارة السادات 2023
5. Sharing information via the internet is considered .... than the intranet.
   a. unreliable b. less secure c. more secure
   محافظة الإسكندرية – إدارة المنتزه أول 2023
6. .... is used to perform simple formulas.
   a. Excel b. Zoom c. Word
   (محافظة الإسكندرية – إدارة المنتزه أول 2023) (محافظة الدقهلية – الإدارة التعليمية 2023)
7. To create a formula in Excel, type the .... sign in the cell.
   a. + b. / c. =
   (محافظة الإسكندرية – إدارة شرق التعليمية 2023) (محافظة الفيوم – إدارة شرق 2023) (محافظة الإسكندرية – إدارة وسط 2023)
8. When arranging information alphabetically in Excel, go to the ....
   a. copying b. toolbar c. cells
   محافظة الإسكندرية – إدارة المنتزه أول 2023

9. To perform division in Excel, use the .... sign.
   a. + b. – c. /
10. The top of columns in Excel are ....
    a. numbers b. letters c. both of them
    محافظة الإسكندرية – إدارة شرق التعليمية 2023
11. The left side of the rows in Excel are ....
    a. numbers b. letters c. both of them
12. To arrange information alphabetically in Excel, go to the toolbar, and click on Data, then click on ....
    a. Layout b. Format c. Sort
13. If you want to sum the values in columns A, B, and C from row 4, the formula is ....
    a. C4 + B4 + A4 b. C4 – B4 – A4 c. A4 + B4 + C5
14. You want to subtract the values in columns E, C, and A from row 6, then you write the formula ....
    a. = E6 – C6 – A6 b. = E9 – C6 – A9 c. = E9 – C9 – A9

2 Put (✓) or (✗):

1. You can share information using an intranet or the Internet. (   )
2. The internet is more secure and private than the intranet. (   )
3. The intranet is used to share the information in an open network. (   )
4. You can add or subtract any numeric data using Microsoft Excel. (   )
5. The data in cells cannot be arranged alphabetically. (   )
6. To create a formula in Excel, we use a "=" sign. (   )
7. The row title has a number. (   )
   محافظة الفيوم – إدارة شرق 2023
8. To create a simple formula, we select the cell and then type a "÷" sign. (   )

9 In MS Excel, the rows are labeled with numbers, while the columns are labeled with letters. (   )

10 The cell in the Excel program can contain only numbers. (   )

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11 We can arrange the information alphabetically in Excel using the Sort property. (   )

3 Complete the missing parts using the words between the brackets:

(addition – subtraction – division – letters – numbers – Sort)

1 The information can be arranged alphabetically by the................ property.

2 We use the formula ÷ for the .... process.

3 We use the formula + for the .... process.

4 The rows are labeled with ...., while the columns are labeled with ....

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The internet	a. can help in arranging the information alphabetically.
2 The intranet	b. is used to subtract two or more cells in Excel.
3 Sort	c. is used to share information in an open network.
4 +	d. is used to start any formula using Excel.
5 –	e. is used to share information in a close network.
6 =	f. is used to add two or more cells in Excel.

1 .... 2 .... 3 ....

4 .... 5 .... 6 ....

Summary On Theme 1



Role of ICT in Our Lives

Lesson 1

- Fred Hiebert is an archaeologist and explorer at National Geographic.
- He uses MS Word to write reports, Excel to prepare and show graphs, and PowerPoint to present the results of his researches.
- Fred Hiebert communicates formally using:
  1 Printed letters 2 Emails 3 Handing over documents in-person
- Mentoring is advising or training someone on a subject you have a lot of experience in.
- Mentoring is a way to share knowledge, skills, and experiences with others.
- Types of Meetings:
  1 **Face-to-face meetings:** are the preferred way of communication for Mr. Hiebert.
  2 **Virtual meetings:** To hold virtual meetings, we use platforms like Zoom and WhatsApp.
- If people are in different countries, we hold virtual meetings.
- Virtual meetings may be difficult due to the time difference between countries.
- Mr. Hiebert recommends following up virtual meetings and phone calls with official notes, sent as an email or Word document, this ensures everyone has the same information and a copy to keep.

Lesson 2

- Flash Memory: It transfers files and data between computers.
- External Hard Drive: Like HDD, but much faster.
- Ethernet Cable: It connects a computer or laptop to a router.
- Ethernet Port: It connects an ethernet cable. Ethernet is more stable and faster than Wi-Fi.
- Router: Is a device that connects a computer to the internet via ethernet or Wi-Fi.

» HDMI: It transmits audios and videos from/to devices.

1 Bit	The smallest unit of data	0 or 1
2 Byte	1 Byte = 8 bits = 1 character	"Cat" = 3 characters = 3 Bytes
3 Kilobyte (KB)	1 KB = 1024 B	
4 Megabyte (MB)	1 MB = 1024 KB	
5 Gigabyte (GB)	1 GB = 1024 MB	
6 Terabyte (TB)	1 TB = 1024 GB	

» Megabits per second (Mbps): Measures the speed of a network or the internet connection.

» The faster the speed, the better the internet connection.

» GigaHertz (GHz): Measures the number of cycles your CPU carries out per second.

» The higher the number of cycles, the faster the speed.

Problem	Reason	Solution
1 Trouble processing large files. (Like a large PowerPoint presentation)	• Not enough graphics storage	• Shut down some programs.
2 Not able to store files	• Not enough space	• Move old files to an external drive.
3 A poor video-conference connection	• Slow wireless internet connection	• Try an ethernet connection.
4 The home internet connection is not working.	• Connection interrupted	• Use the ethernet or contact an (ISP). (Internet Service Provider)

Lesson 3

» Networks: They are groups of people or things that are connected to each other for a common purpose.

» Local Area Network (LAN): It consists of a computer connected to another computer or device, such as a printer or router.

» Internet: It connects millions of computers from all around the world.

• To connect a computer to the internet, we need a gateway, such as a router.

» Router: It connects your computer to an ISP to provide internet access.

» The ISP: Is a company that provides the internet service to the customers.

» World Wide Web (WWW): Is a part of the internet network, and is made up of web pages and sites that people can navigate.

» Intranet: It is private, and restricted to only those who are part of the business, school, or organization.

» Open Network: It is open and accessible to all, such as the web.

» Closed Network: It may have only computers linked by a cable to allow file sharing, such as a school's computer lab.

» History of Communication Technology:

- 80s: They used phone lines to connect to the internet, this was slow but stable
- Late 80s: DSL allows phones and the internet to be used simultaneously.
- 90s: Emergence of the World Wide Web (WWW).
- 2000+: Wi-Fi and Hotspots (they both allow internet access anywhere from your smartphone).

Lesson 4

» We use closed networks to share private information.

» We use open networks to share public information.

» Internet of Things (IoT): Consists of devices linked to the internet via Wi-Fi.

» Bluetooth: Is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

- You should ask your parents before going shopping online.
- **Screen Readers:** Help visually impaired people write research papers, do homework, and access files and documents on PCs.
- **Braille Method:** Helps blind people read and write.
- **E-commerce:** Is online shopping, where people can buy and sell products.

Lesson 5

Follow this troubleshooting process to help with computer problems:

1. Identify the problem.
2. Plan different ways you might solve the problem with
3. Go through your potential solutions.
4. If you do not find a solution, you should ask your teacher or a member of your family for help.



Problem	Solution
1. The computer slows down when opening an app.	• Shut down and restart it. • Check for software updates. • Delete unwanted apps.
2. The browser is running slow.	• Check Wi-Fi signal. • Make sure apps are up to date on your device.
3. No internet connection	• Use the software to troubleshoot your Wi-Fi connection. • Check that the router is connected. • Restart your router. • Try a new ethernet cable. • Contact the customer service of your ISP for help.
4. Slow to download	• Restart your computer and router. • Check the internet speed.

Lesson 6

- There are many ways to find information, such as QR codes, libraries, the internet, and TV.
- QR codes help us access the information easily and quickly by scanning the code with a camera phone.
- **Scanner:** Saves images and documents on a computer for later use.
- **Flash Memory:** Stores and shares information and data.
- **How to get organized using ICT tools?**
  1. **Create the main folder:**
     - Press the right click >>> New >>> Folder
     - Then, type a name for the folder.
  2. **Add sub-folders:**
     - Open the main folder > press right click > select New > then select Folder.
     - Type a name for the folder.
- You can give a title to a folder by pressing right click then "Rename".

Lesson 7



- **When searching for information:**
  1. Plan your searches.
  2. Analyze the information you find.
  3. Check the information you find critically.
- **How do you search for information online?**
  1. Decide on a topic.
  2. Break the topic down into smaller subtopics.
  3. Share the knowledge with your classmates.
  4. Decide who is going to search for which information.
     - It is good practice for two people to search for the same information and then share and contrast their results.

5 Decide on keywords for searches about the subtopics.
- It is not a good idea to use full sentences when searching.

6 Share your results.

» Note: Try using different keywords with similar meanings (synonyms of the words).

Lesson 8

» Intranet: It is used to share information in a closed network, and it's more secure.

» Internet: It is used to share information over the web in an open network, so, it's less secure.

1 **Sorting information in Excel:**
- Go to the Toolbar and click on Data, then click on Sort.

2 **Setting formulas in cells:**
- Type (=) in this cell. This tells Excel you are creating a formula.
- You can set formula to add (+), subtract (–), multiply (x), or divide (/).

» In Excel, a cell is named using a combination of a letter and a number.

» The letters are at the top of the columns and the numbers are on the left side of the row.





1 Choose the correct answer:

1. Fred Hiebert is an ....
   a. biologist b. scientist c. archaeologist
2. The .... consists of devices linked to the internet via Wi-Fi.
   a. CPU b. IoT c. DSL
3. The solution to fix a slow download is to ....
   a. check the Internet speed b. delete apps c. free space
4. When searching for subtopics online, use .... instead of whole sentences.
   a. keywords b. emojis c. phrases
5. The internet is a/an .... network.
   a. open b. closed c. both of the previous answers

2 Put (✓) or (✗):

1. The internet is a network that connects computers and people globally. ( )
2. The ethernet port is more stable and offers faster speeds than Wi-Fi. ( )
3. Gigabytes are used to measure the number of cycles executed by the CPU. ( )
4. You can rename a folder by pressing a right click on it, then clicking "Rename". ( )
5. A LAN is a network that connects computers from all over the world. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Hotspot	a. is a reliable source available for free to all Egyptians.
2 EKB	b. has a slow connection that won't allow you to use the phone.
3 ISP	c. is a company that provides Internet service to customers.
4 Dial-up	d. is a network used to share information and is more secure.
5 Intranet	e. allows you to access the Internet anywhere from your mobile.

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 2

1 Choose the correct answer:

1. A .... is the smallest unit of data a computer can store.
   a. bit b. byte c. gigabyte
2. You can create a new folder by selecting "..........................." from the shortcut menu.
   a. Open b. Copy c. New
3. To connect your computer to the internet, you need a gateway, such as a/an ....
   a. ethernet cable b. router c. LAN
4. When we are searching, we break the topic into .... subtopics.
   a. smaller b. bigger c. wider

5. If you want to sum the values in columns A, B, and C from row 4, the formula will be ....
   a. C4 + B4 + A4 b. C4 – B4 – A4 c. A4 + B4 + C5
6. .... folders helps us to manage files using ICT tools.
   a. Creating b. Deleting c. Copying
7. The first step in solving a problem is ....
   a. identify the problem b. studying the solutions c. testing the solution

2 Put (✓) or (✗):

1. Face-to-face meetings are always available. ( )
2. It is important to regularly check for software updates to avoid problems. ( )
3. A school's computer lab could have its own closed network. ( )
4. Bluetooth is a long-range wireless technology. ( )
5. The internet is more secure and private than the intranet. ( )
6. Both hard disk and flash memory are used for the same purpose. ( )
7. To connect a computer to the internet, you should use a gateway. ( )
8. It is important to ask permission from your parents before buying online. ( )



1 Choose the correct answer:

1. Mr. Hiebert conducts .... using platforms, like Zoom and WhatsApp.
   a. virtual meetings b. face-to-face meetings c. TV programs
2. "WWW" is a part of the internet that allows users to navigate through ....
   a. LAN b. closed networks c. web pages

3 The .... consists of household devices that are connected to Wi-Fi.

a. Bluetooth b. internet c. Internet of Things

4 The columns in Excel are labeled with their ....

a. numbers b. letters c. both of the previous

5 People of determination use .... to help them with shopping.

a. e-commerce b. glasses c. Zoom

2 Put (✓) or (✗):

1 QR codes can be scanned with a mobile to get information quickly and easily. ( )

2 Restarting the router is one of the ways to solve the slow download problem. ( )

3 A byte is the smallest unit of data. ( )

4 Full sentences can be too broad and can give irrelevant results. ( )

5 We use Zoom and WhatsApp to make face-to-face meetings. ( )

3 Complete the missing parts using the words between the brackets:

(Networks – intranet – DSL – IoT – Bluetooth)

1 .... is a networking technology that connects mobile devices over a short range.

2 The .... is a private and more secure network.

3 .... are groups of people or things connected to each other.

4 .... allows the phone and the internet to be used simultaneously.

5 .... connects household devices to the internet via Wi-Fi.

Model Exam 4

1 Choose the correct answer:

1 1,024 kilobytes are equal to 1 ....

a. gigabyte b. megabyte c. terabyte

2 .... is a networking technology that connects wireless mobile devices.

a. Bluetooth b. Ethernet cable c. WAN

3 A .... is used to enter images and files into a computer.

a. scanner b. printer c. router

4 To arrange information alphabetically in Excel, go to the Toolbar, "Data" tab, then click on "..........................".

a. Layout b. Format c. Sort

5 Businesses and organizations use .... networks to share sensitive information.

a. open b. closed c. public

2 Put (✓) or (✗):

1 Mentoring is a powerful way to share your knowledge and skills with others. ( )

2 The internet is a public network, while an intranet is a private network. ( )

3 To solve the problem of the home internet not working, you can try closing some programs. ( )

4 Using full sentences is a good idea when searching for any topic. ( )

5 A main folder is added inside sub folders to manage files. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Excel	a. contains a huge amount of information.
2 Gateway	b. is used to arrange information alphabetically in Excel.
3 Sort	c. is used to divide the values of two cells in Excel.
4 /	d. is essential for connecting your computer to the Internet.
5 The internet	e. is a software program that is used to perform simple formulas.

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 5

1 Choose the correct answer:

1. Scientists use .... program to present the results of their research.
   a. MS Word b. MS Excel c. MS PowerPoint
2. The router is a device that works as a/an ....
   a. gateway for internet b. antivirus c. browser
3. The first step of problem solving is ....
   a. the internet b. the router c. defining the problem
4. The first step when searching for information is to ....
   a. share your results b. analyze the result c. identify the topic
5. .... measures the number of cycles your CPU carries out per second.
   a. GigaHertz b. Mbps c. Byte

2 Put (✓) or (✗):

1. ICT tools help us manage digital files. (   )
2. The speed of a network is measured in gigahertz. (   )
3. Braille method helps blind students read and write their homework. (   )
4. Rows in Excel are labeled with letters. (   )
5. To create a formula in Excel, type "=" in the cell. (   )

3 Complete the missing parts using the words between the brackets:

(HDMI - Mbps - router - e-commerce - flash memory)

1. To store and share information, we use the ....
2. Online shopping is known as ....
3. .... is a digital cable that can be used to connect audio and video devices.
4. Network or the internet speed is measured by ....
5. A .... is a device that connects your computer to an ISP.

Theme 2

Digital Safety and Security Precautions



Theme Lessons:

Lesson 1 Explorer in Action

Lesson 2 Protecting Ourselves and Our Information

Lesson 3 Password Security

Lesson 4 How to Deal With Fake Websites

Lesson 5 Intellectual Property Rights

Lesson 6 Using Digital Sources

Lesson 7 Advanced Searches

Lesson 8 Documenting Information Appropriately

Theme 2 Digital Safety and Security Precautions

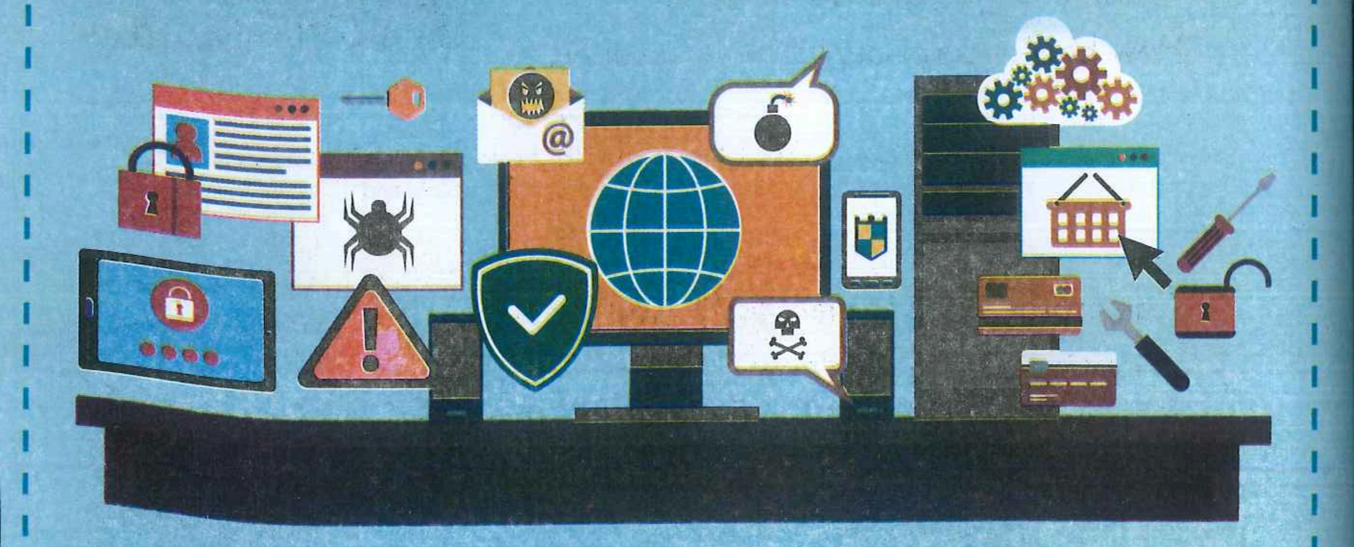
Essential Question: How do we keep ourselves and our data safe and secure when using ICT tools?

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• Copyright in relation to photographs • Importance of backing up photograph files	**Learning to do:** Decision-making	**Academic values:** Appreciation of technology	**Globalization issues:** Technological awareness
LESSON 2 Protecting Ourselves and Our Information	• Protecting personal information and data • Backing up data	**Learning to do:** Communication	**Personal values:** Independence	**Citizenship issues:** Legal awareness
LESSON 3 Password Security	• The importance of password protection • Using multi-factor authentication	**Learning to know:** Critical thinking	**Work values:** Proficiency	**Globalization issues:** Technological awareness
LESSON 4 How to Deal With Fake Websites	• Identifying who can help with problems with websites	**Learning to know:** Critical thinking	**Work values:** Proficiency	**Citizenship issues:** Legal awareness
LESSON 5 Intellectual Property Rights	• What copyright means • When to attribute a creator's work	**Learning to do:** Communication, self-management **Learning to live together:** Empathy	**Work values:** Respect	**Citizenship issues:** Legal awareness **Globalization issues:** Digital citizenship
LESSON 6 Using Digital Sources	• Identifying reliable websites to use as research sources • Using multiple sources	**Learning to do:** Decision-making	**Work values:** Transparency and integrity	**Globalization issues:** Technological awareness
LESSON 7 Advanced Searches	• Specific and accurate online search terms • Search engines and advanced searching tools	**Learning to do:** Productivity	**Scientific values:** Curiosity **Work values:** Proficiency, perseverance	**Globalization issues:** Civilizational communication
LESSON 8 Documenting Information Appropriately	• Paraphrasing online content • How to quote online content • How to cite online sources	**Learning to do:** Decision-making, productivity	**Work values:** Proficiency	**Citizenship issues:** Legal awareness

Spotlight on Theme 2

As you get older, you may use the Internet more and more, to conduct research, send and receive messages, access social media sites, and watch videos. The Internet is a great place to learn and hang out with friends, as long as you do these things safely.

In this theme, you will learn how to stay safe online. You will learn how to protect yourself, your personal information, and your data. You will also learn how to conduct online research using reliable sources, follow online rules and laws, and respect other people's creative work.



Lesson 1 Explorer in Action

Jeff Kerby



- Jeff Kerby is an ecologist and a photographer.
- He has worked on exciting photography expeditions in Africa, North America, and the Arctic.
- He mainly photographs landscapes and animals.

- جيف كيربي عالِم بيئي ومُصوِّر فوتوغرافي.
- شارك في بعثات تصوير فوتوغرافي مشوقة في إفريقيا وأمريكا الشمالية والقطب الشمالي.
- وأكثر ما يصوره جيف كيربي هي المناظر الطبيعية والحيوانات.

Photography Expeditions: They are trips to places where one takes photographs of the area.

بعثات التصوير الفوتوغرافي هي رحلات إلى أماكن يلتقط فيها الشخص صورًا للمنطقة التي يزورها.

Jeff Kerby's Trip Preparations



To prepare for a trip, Mr. Kerby considers:

1. Where he's going.
2. What he is going to do there.
3. How he will carry out his work securely.

عند استعداد جيف كيربي لإحدى الرحلات:

يُفكر جيدًا في المكان الذي سيتجه إليه، وفي الأشياء التي سيفعلها هناك، وفي كيفية تأدية عمله بأمان.

Tools used in a photography trip:

1. Camera and camera lenses
2. Batteries for the camera
3. A laptop
4. Hard drives
5. A drone (optional)
6. Phone (for quick photos and GPS navigation)

الأدوات المستخدمة في رحلة التصوير:

- الكاميرا وعدساتها.
- بطاريات للكاميرا.
- كمبيوتر محمول.
- محركات أقراص صُلْبة.
- طائرة بدون طيار (أحيانًا).
- هاتف محمول لالتقاط صور سريعة والتنقل باستخدام الـ GPS.



» At the end of each day,

- Mr. Kerby backs up all of the images he has taken onto two external hard drives to protect his photos from damage or theft.
- If he needs to share any photos with his colleagues immediately, he uses cell phone applications (such as WhatsApp and Telegram).

« في نهاية كل يوم:

- يحرص جيف كيربي على إنشاء نسخة احتياطية على قرص صُلْب خارجي لجميع الصور التي التقطها بالكاميرا أو بالطائرة من دون طيار، وإذا احتاج إلى مشاركة أي صور مع زملائه على الفور، فإنه يستخدم تطبيقات الهاتف المحمول.

Respect Copyright!

» Everyone owns the copyright to the images they take, unless they sell those rights before or after taking them.

» Owning photos means having copyright to publish or sell the photos.

« يمتلك الجميع حقوق النشر للصور التي يلتقطونها، إلا إذا باعوها قبل التقاط الصور أو بعد ذلك.

« امتلاك الصور يعني امتلاك حقوق الملكية لنشر الصور أو بيعها.

Copyright Infringement

» Some people use photographs that were taken by others without their permission or without purchasing the right to use the image.

« انتهاك حقوق النشر: هو استخدام بعض الأشخاص صورًا التقطها آخرون من دون طلب إذنهم، أو من دون شراء حق استخدام الصور.



How to protect photos from copyright infringement



1. Photographers place a watermark on their photos.
2. They add copyright information, such as their name, to the metadata of each photo.

كيف تحمي الصور من انتهاك حقوق النشر؟

1. المصورون يضعون علامة مائية على صورهم.
2. يضيفون معلومات متعلقة بحقوق النشر، مثل أسمائهم، إلى البيانات الوصفية الخاصة بكل صورة.

Mr. Kerby ensures his work is protected by:

1. He shares high-resolution photos only with people he trusts.
2. He shares low-resolution photos that won't look good if printed or uploaded to a website.
3. He also uses reverse image searches to find out if any of his photos are being used without his permission.

« يضمن جيف كيربي حماية أعماله من خلال:

1. عدم مشاركة صوره عالية الدقة إلا مع الأشخاص الذين يثق بهم.
2. مشاركة صورًا ذات دقة منخفضة، التي لن تبدو جيدة إذا طُبعت أو رُفعت على موقع إلكتروني.
3. أنه يستخدم أيضًا عمليات البحث عن الصور المعكوسة؛ ليعرف ما إذا كانت أي من صوره تُستخدم من دون إذنه.

Copyright Infringement and the Law

» Copyright infringement is against the law.

» Article 69 in the "2014 Egyptian Constitution" confirms that:

"The state protects all types of intellectual property in all fields through a specialized body that defends these rights."

» Many Egyptian laws protecting the copyright have been written based on this article.

« انتهاك حقوق النشر والقانون المصري:

- إذ تنص المادة ٦٩ من الدستور المصري لعام ٢٠١٤ على:

«تلتزم الدولة بحماية حقوق الملكية الفكرية بشتى أنواعها في كافة المجالات، وتنشئ جهازًا مختصًا لرعاية تلك الحقوق وحمايتها القانونية، وينظم القانون ذلك».

- ولقد صِيغ العديد من القوانين المصرية التي تحمي حقوق النشر بناء على هذه المادة.



Exercises on Lesson 1

1 Choose the correct answer:

1. Jeff Kerby is a/an ....
   a. engineer b. doctor c. ecologist
   محافظة القاهرة – إدارة النزهة 2023
2. When Jeff Kerby prepares for a trip, he thinks carefully about ....
   a. the things he will do b. the places he will go to c. both a and b
3. To protect your photos, you could share them in ....
   a. low resolution b. a flash memory c. high resolution
4. A photographer protects his work by sharing images with ....
   a. high resolution b. low resolution c. a flash memory
   محافظة المنوفية – إدارة السادات 2023
5. You can share photos quickly with your friends through your ....
   a. mobile phone b. mouse c. earphones
   محافظة الإسكندرية – إدارة المنتزه أول 2023
6. Jeff Kerby used all these tools in his expedition, except ....
   a. GPS b. GPR c. drones
   محافظة البحيرة – إدارة دمنهور 2023
7. You can navigate and reach different places using ....
   a. GPS b. pictures c. emails
   محافظة الإسكندرية – إدارة وسط 2023
8. You can use a/an .... to save your backup copy of your files.
   a. printer b. scanner c. external hard disk
   محافظة الإسكندرية – إدارة المنتزه ثان 2023
9. A/An .... must be placed to protect images from copyright infringement.
   a. audio mark b. deleted mark c. watermark
   محافظة الإسكندرية – إدارة المنتزه أول 2023

10. Photographers share their high-resolution photos with ....
    a. people they know b. people they trust c. everyone
11. Sometimes, the photographer uses his .... to take quick photos.
    a. computer b. mobile phone c. GPS
12. If you need to share photos with your friends immediately, you can use your ....
    a. cell phone applications b. camera c. drones
13. You can use a .... search to find unauthorized uses of your photos.
    a. forward image b. reverse image c. both a and b
14. Using photographs that were taken by others without asking permission is called ....
    a. backup b. copyright infringement c. security
    محافظة الإسكندرية – إدارة شرق التعليمية 2023
15. Photographers add ...., such as their name to the metadata of each photo.
    a. copyright information b. location information c. camera settings

2 Put (✓) or (✗):

1. Jeff Kerby is an archaeologist and explorer at National Geographic. (   )
2. Owning photos means having copyright to publish or sell the photos. (   )
3. Drones help us navigate places. (   )
4. We can backup any files to an external hard drive. (   )
5. People can use photographs without asking permission from their owners. (   )
6. Pictures can be quickly shared with colleagues using mobile phones. (   )

محافظة القاهرة – إدارة النزهة 2023

Theme 2

7 Jeff Kerby protects his work by sharing high-resolution photos. (   )

محافظة الإسكندرية – إدارة العجمي 2023

8 Photographers don't have the legal right to publish or sell their photos. (   )

9 We can take quick photos using our mobile phones. (   )

محافظة الفيوم – إدارة شرق 2023

10 You can protect your work by putting a watermark on it. (   )

11 Photography expeditions are trips to places where people take photos of an area. (   )

12 It is difficult to back up your photos with your external hard disk drive. (   )

محافظة الإسكندرية – إدارة المنتزه أول 2023

13 Many Egyptian laws protect the copyrights of people. (   )

3 Complete the missing parts using the words between the brackets:

(high-resolution photos – Low-resolution photos – Copyright infringement – watermark)

1 .... is using photographs that were taken by others without asking permission.

2 Photographers can place a .... on their photos.

3 .... won't look good if printed or uploaded to a website.

4 Jeff Kerby shares his .... only with people he trusts.

4 Correct the underlined words:

1 Jeff Kerby is an archaeologist and a photographer. (..........................)

2 A laptop is used to take quick photos. (..........................)

3 You can back up a large file on an external phone. (..........................)

4 Tourists can use GPR to go to the museum. (..........................)

5 Jeff Kerby shares any photos with his colleagues using drones. (..........................)

Lesson 2 Protecting Ourselves and Our Information

Data Theft

Why is it important to protect the data on our device?

» To protect our personal information.

Personal Information

» It includes your name, address, date of birth, and passwords.

» It is called "Personally Identifiable Information (PII)".

« **تشمل بياناتك الشخصية** كلًا من: اسمك وعنوانك وتاريخ ميلادك وكلمات المرور الخاصة بك.

« وتُسمى معلومات التعريف الشخصية PII.

Hackers can:

1. Use the internet to break into a computer system and steal personal information.
2. Use someone's email address and password to send a virus to all the email addresses in your email account.
3. Use an adult's bank account number to take money from that account.

« **يمكن للمخترقون عمل الآتي:**

1 استخدام شبكة الإنترنت لاقتحام أنظمة الكمبيوتر وسرقة المعلومات الشخصية.

2 استخدام عنوان البريد الإلكتروني وكلمة المرور لأحد الأشخاص لإرسال فيروس إلى جميع عناوين البريد الإلكتروني الموجودة.

3 استخدام رقم الحساب المصرفي لأحد البالغين لسرقة أموال من هذا الحساب الإلكتروني.





Theme 2

There are many ways you can keep your PII safe.

1. Limit the personal information you share online.
2. Don't sign up for a website if it asks for too much personal information.
3. Use different strong passwords that:
   a. Contain letters, numbers, and special signs.
   b. Are different for each website you sign up for. Why?
      - Because if your password is discovered, a hacker will have access to everything.



4. Use antivirus software on all of your devices
5. Update your devices regularly. Why?
   - Because updates include changes that keep your data safe.

هناك العديد من الطرق التي يمكنك من خلالها الحفاظ على أمان معلوماتك الشخصية الخاصة بك، أبرزها:

1. الحد من المعلومات الشخصية التي تشاركها عبر الإنترنت.
2. عدم الاشتراك في موقع إلكتروني يطلب منك الكثير من المعلومات الشخصية.
3. استخدام كلمات مرور قوية تحتوي على حروف وأرقام وعلامات خاصة، وتكون مختلفة لكل موقع إلكتروني تتسجَّل فيه؛ حيث إنه إذا اكتشف المخترق كلمة المرور الخاصة بك، فسيتمكن من الوصول إلى كل شيء.
4. استخدم برامج مكافحة الفيروسات على جميع أجهزتك.
5. احرص على تحديث أجهزتك بانتظام؛ إذ تتضمن التحديثات تغييرات تحافظ على أمان بياناتك.

Lost Files:

» You should also know how to protect the files that you create or store on a device from:

1. Viruses
2. Software problems
3. Human errors (such as dropping and breaking your laptop.)

يجب أن تعرف أيضًا كيفية حماية الملفات التي تنشئها أو تخزنها على الأجهزة من الفيروسات أو من المشكلات المتعلقة بالبرمجيات أو من الأخطاء البشرية، مثل سقوط جهاز الكمبيوتر المحمول أو تحطمه.

Lesson 2

Ways to Backup Your Data

» There are several ways you can use to back up your data:

1. Some apps and software programs back up data automatically.
2. You can use a data-storage device that you attach to your computer, such as:
   a. A flash memory
   b. An external hard drive



» This is called a hybrid backup; it is a safer way to back up and store files.

» The hard drive and the flash memory are used for the same purposes.

» Use them to:

a. Save your files. b. Securely back up copies of your files.

» The hard disk has more space than the flash memory.

طرق إنشاء نسخة احتياطية من ملفاتك:

يوجد طرق عديدة يمكنك استخدامها لإنشاء نسخة احتياطية من ملفاتك، مثل:

1. بعض التطبيقات والبرمجيات تنشئ تلقائيًا نسخًا احتياطية من الملفات.
2. يمكنك استخدام جهاز لحفظ الملفات وتوصيله بجهاز الكمبيوتر الخاص بك، مثل الفلاش ميموري، أو محرك قرص صُلْب خارجي.

وهذا ما يُسمى بالنسخ الاحتياطي المختلط، وهي طريقة أكثر أمانًا لعمل نسخة احتياطية من الملفات وتخزينها.

استخدم القرص الصلب وذاكرة فلاش لنفس الغرض: أ. احفظ ملفاتك. ب. نسخ احتياطي آمن للملفات.

القرص الصلب به مساحة أكبر من ذاكرة الفلاش.

Test Yourself

Complete the following:

1. Personal information may include ………………, ………………, ………………, and ………………
2. ……………… can break into your computer and steal your personal information.
3. Strong passwords contain ………………, ……………… and ……………… .
4. You can use a data-storage device, such as ……………… and ……………… to back up your data.
5. The hard disk has ……………… than the flash memory.

Exercises on Lesson 2

1 Choose the correct answer:

1. .... include(s) your name, address, date of birth, and passwords.
   a. Personal information b. Public information c. Both a and b
2. The one who steals the personal information is called a ....
   a. thief b. photographer c. hacker

محافظة الإسكندرية – إدارة شرق التعليمية 2023

3. "........................" is considered a strong password.
   a. pony123 b. ictbook895 c. Ict@258#p
4. You can protect your files from viruses or loss by creating ....
   a. device shutdown b. backups c. personal data

(محافظة القاهرة – إدارة النزهة 2023) (محافظة الإسكندرية – إدارة وسط 2023)

5. A .... can try to get the bank account of an adult in order to steal his money.
   a. hacker b. family member c. teacher

محافظة الإسكندرية – إدارة المنتزه أول 2023

6. Passwords must be .... for each website you register on.
   a. similar b. weak c. different

محافظة الفيوم – إدارة شرق 2023

7. Backup copies of files are created on ....
   a. a flash memory b. an external hard disk c. both a and b

محافظة المنوفية – إدارة السادات 2023

8. To keep your data safe, use .... programs on all your devices.
   a. social media b. antivirus c. browser
9. The hard disk has usually .... space than the flash memory.
   a. more b. less c. the same
10. .... your device regularly to keep your data safe.
   a. Upload b. Update c. Delete

11. The hard disk drive and the flash memory are used for .... purpose.
   a. different b. the same c. the opposite
12. You should protect your files from dangers, such as viruses and ....
   a. software problems b. human errors c. both a and b
13. If a website asks you to enter much personal information, you should ....
   a. ignore the warning b. avoid using this website c. proceed

2 Put (✓) or (✗):

1. You should limit the personal information you share online. (   )

محافظة الجيزة – إدارة الشيخ زايد 2023

2. Antivirus software shouldn't be installed on your computer. (   )

محافظة المنوفية – إدارة السادات 2023

3. Hard disks always have less space than flash memories. (   )

محافظة الإسكندرية – إدارة المنتزه أول 2023

4. Hybrid backup is a safer way to back up and store files. (   )
5. Hackers use the Internet to break into a computer system. (   )

محافظة الجيزة – إدارة أبو النمرس 2023

6. Strong passwords must contain letters, numbers, and special signs. (   )
7. Files are stored using a flash memory. (   )

محافظة القاهرة – إدارة النزهة 2023

8. Hackers can steal your personal information without using the Internet. (   )
9. Both hard disks and flash memories are used for the same purpose. (   )
10. Hackers can send a virus to all the email addresses in your email account. (   )
11. Websites that ask for too much personal information are safe. (   )
12. There are several ways to back up data, such as flash drives and hard drives. (   )

13 Antivirus helps you keep your private data safe. (   )

14 An external hard drive is used to store large files. (   )

محافظة الإسكندرية – إدارة وسط 2023

15 All software programs back up data automatically. (   )

16 The flash memory is better to store large files than the external hard drive. (   )

3 Complete the missing parts using the words between the brackets:

(flash memory – Antivirus – password – Personal information – hard disk)

1 .... helps you keep your private data safe.

2 .... includes your name, address, date of birth, and passwords.

3 A .... should include letters, numbers, and special signs.

4 The .... has less space than the ...., but they are used for the same purpose.

4 Think and answer:

- You want to create an account for an online quiz that tells you the job you should have when you grow up.

Which pieces of PII do you think are OK to share?

Register New Account

Your first name

Your age

Your last name

Your date of birth

Your address

Your place of birth

Your school name

Your parent's band account number OR credit card number

Create Account   Cancel

Lesson 3 Password Security

Reasons to Protect Your Password

» There are many ways that hackers can get your password. One way is called phishing.

Phishing: It is sending a message via email or social media applications that looks real but isn't.

التصيد الاحتيالي: هو إرسال رسالة (عبر البريد الإلكتروني أو تطبيقات التواصل الاجتماعي) تبدو حقيقية، ولكنها ليست كذلك.

NOTE:

- Smishing is the same as phishing but is a text message instead of an email.

Types of phishing scam:

1. A message that says that you have won a prize, but you have to give your bank account details to get the prize.
2. A message that encourages you to act quickly.

أنواع التصيد الاحتيالي:

1. رسالة تخبرك بأنك فزت بجائزة، لكن عليك أن تعطي تفاصيل رقم حسابك البنكي لتحصل عليها.
2. نوع آخر يحثك على التصرف بسرعة.

What happens when you open an attachment of phishing?

1. Data-stealing software is installed on your computer.
2. You're asked to enter sensitive information, such as bank account details.



« ماذا يحدث عند فتح مرفقات الرسالة الاحتيالية أو الملف المرفق بها؟
يتم تثبيت برنامج سرقة البيانات على جهاز الكمبيوتر الخاص بك، أو يطلب منك إدخال معلومات تعريف حساسة، مثل تفاصيل الحساب البنكي.



How to identify phishing messages



1. It includes misspelled words or grammar errors.
2. It asks for too much personal data.

« يمكن التعرف على مثل هذه الرسائل، من خلال احتوائها على: أخطاء إملائية ونحوية، وطلبات للحصول على الكثير من البيانات الشخصية.

Password Managers

1. It creates a strong, unique password for each of your accounts.
2. It also tells you if the passwords you already have are too weak or if you've reused them.
3. It can even tell you if one of your passwords has been stolen online.



« برنامج إدارة كلمات المرور:
1. ينشئ لك كلمات مرور قوية وفريدة لكل حساب من حساباتك.
2. يخبرك أيضًا ما إذا كانت كلمات المرور التي لديك ضعيفة جدًا، أو إذا كنتَ قد استخدمتها سابقًا.
3. يخبرك أيضًا إذا كانت إحدى كلمات المرور الخاصة بك قد سُرقت عبر الإنترنت.

Multi-Factor Authentication (MFA)

» Multi-factor authentication (MFA) is used to strengthen your passwords.
» You provide at least two ways of identifying yourself, such as:
1. A password or PIN (personal identification number)
2. An email or a one-time code

« المصادقة متعددة العوامل تُستخدم لتقوية كلمات المرور الخاصة بك، وهي تعني تقديم طريقتين على الأقل لتعريف نفسك، مثل:
1. كلمة المرور أو رقم التعريف الشخصي.
2. بريد إلكتروني أو رمز لمرة واحدة.

Example 1:

» To access a game website, you enter your password and receive a text message to verify your identity. This two-factor authentication helps protect your account from hackers, even if they have your password. 2FA can also be used when you log in from a new device.

Example 2:

» When you log into a website from a different device, you need to verify your identity by receiving a text message with a code. This code is only valid for a short period of time and for one time only. It helps protect your account from hackers, even if someone knows your password.

Exercises on Lesson 3

1 Choose the correct answer:

1. .... is sending a fake message via email or social media that looks real.
   a. Smishing b. Phishing c. Virus
2. Smishing is the same thing as phishing, but it is sent by ....
   a. email b. text message c. Facebook

محافظة البحر الأحمر – إدارة الغردقة 2023

3. .... tells you if one of your passwords has been stolen online.
   a. Multi-factor authentication
   b. Password manager c. Antivirus
4. One of the forms of .... is the arrival of a message from an unknown person asking you for your data to obtain a prize.
   a. phishing b. the Internet c. databases

محافظة الإسكندرية – إدارة المنتزه أول 2023

5. Passwords can be strengthened using ....
   a. multi-factor authentication b. antivirus c. browsers
6. A text message encourages you to act quickly is a type of ....
   a. phishing b. smishing c. emails
7. When you open a phishing file, data-stealing software is .... on your PC.
   a. updated b. deleted c. installed
8. .... provides at least two ways of identifying yourself.
   a. Multi-factor authentication b. Password manager c. Antivirus
9. Phishing messages can be identified by containing ....
   a. trusted information b. spelling errors c. both a and b

10. An example of phishing is receiving .... from an unknown person.
    a. a letter from your father b. a letter from one of your friends
    c. a letter informing you that you have won a prize

محافظة الدقهلية – الإدارة التعليمية 2023

11. You will receive a code for .... when you log into a game website from a different PC.
    a. a short period of time b. a long period of time c. two times

2 Put (✓) or (✗):

1. Phishing is one of the ways that hackers use to get your password. (   )
2. Phishing messages cannot be recognized. (   )
3. We don't need strong passwords to protect our personal data. (   )

محافظة الجيزة – إدارة أبو النمرس 2023

4. Password manager provides at least two ways of identifying yourself. (   )
5. Phishing is a text message that looks real, but it isn't. (   )
6. Phishing messages are free from grammar errors. (   )

محافظة المنوفية – إدارة السادات 2023

7. MFA is an abbreviation for multi-factor authentication. (   )
8. Smishing is sending a scam message via text messages instead of an email. (   )

محافظة الإسكندرية – إدارة المنتزه ثان 2023

9. Data-stealing software may ask you to enter your bank account details. (   )
10. Antivirus can tell you if one of your passwords has been stolen online. (   )
11. A form of phishing is a message telling you that you have won a prize, but you have to give personal details. (   )

12 A password manager software is used to create strong passwords.(   )

(محافظة المنوفية – إدارة السادات 2023) (محافظة الجيزة – إدارة العمرانية 2023)

(محافظة الإسكندرية – إدارة المنتزه أول 2023)

13 Password manager creates a unique password for each of your accounts. (   )

14 Multi-factor authentication requests one way of identifying yourself. (   )

3 Complete the missing parts using the words between the brackets:

(Phishing – Smishing – Multi-factor authentication – Password manager)

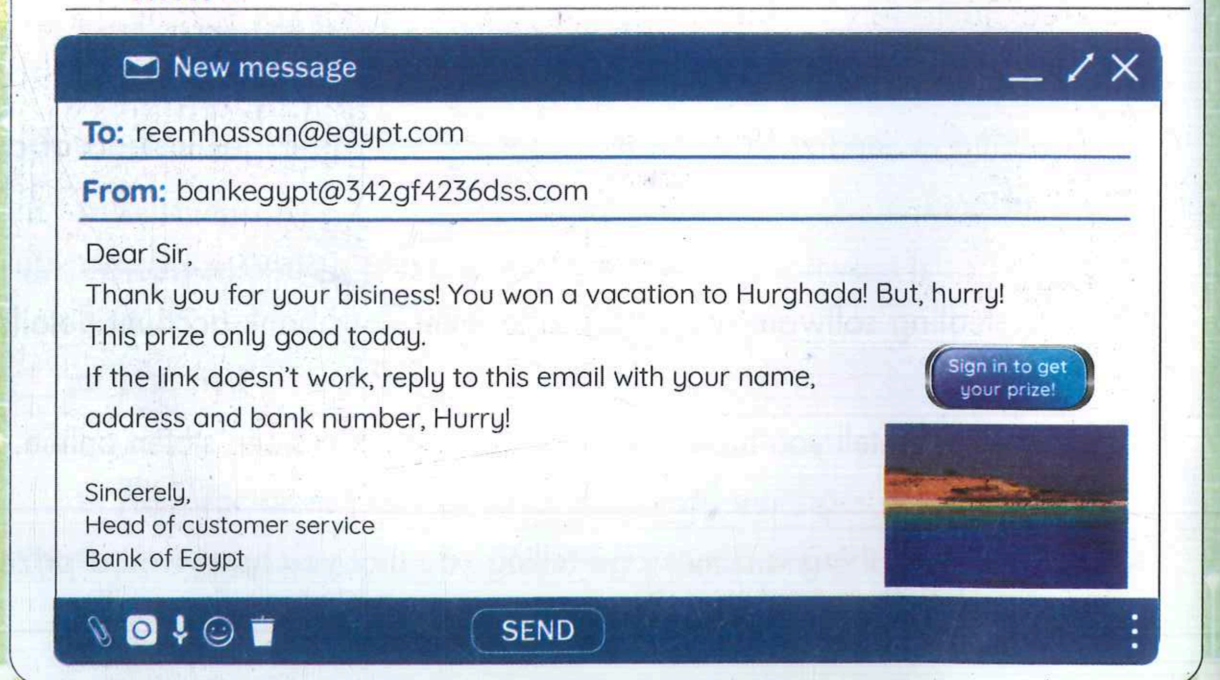
1 .... helps you to create strong passwords for your accounts.

2 .... provides at least two ways of identifying yourself.

3 .... is sending a message via email to steal your data.

4 .... is sending a message via text messages to steal your data.

4 Does this message encourage you to respond? And how?



New message

To: reemhassan@egypt.com

From: bankegypt@342gf4236dss.com

Dear Sir,
Thank you for your bisiness! You won a vacation to Hurghada! But, hurry!
This prize only good today.
If the link doesn't work, reply to this email with your name, address and bank number, Hurry!

Sign in to get your prize!

Sincerely,
Head of customer service
Bank of Egypt

SEND

Lesson 4 How to Deal With Fake Websites

» When you go online, you are entering a new environment with new people and new rules. So, be careful!

Scam Websites
They are phishing websites that present fake situations and try to get your information.

المواقع الإلكترونية الاحتيالية: هي مواقع تصيد احتيالي تتضمن مواقف مزيفة في محاولة للحصول على بياناتك.

Some Types of Scam Websites

Online Shopping Scams	Scareware Scams	Sweepstakes Scams
They never send you the correct items you bought. 	They say your computer has a problem and you need to download something. 	They offer you a prize that never comes. 
مواقع للتسوق عبر الإنترنت لا ترسل إليك أبدًا الأغراض التي اشتريتها بشكل صحيح.	**«مواقع» برمجيات التخويف** تتضمن تحذيرات مزيفة تشير إلى وجود مشكلة ما في الكمبيوتر الخاص بك، وأنك في حاجة لتحميل تطبيق معين.	**مواقع الاحتيال عبر الجوائز** في هذه الحالة تُعرض عليك جائزة لا تحصل عليها مطلقًا.



How do scam websites operate



» All of these phishing sites operate on the same principles.

- First, they try to bait you. They want you to get excited or draw your attention to the site.
- Next, they try to compromise your privacy by getting your personal information or by getting access to your device.
- Finally, they exploit the information they have gained about you in a bad way or hack your device to make money for themselves.

« كيفية عمل المواقع الاحتيالية:

• إن كل هذه المواقع الإلكترونية الاحتيالية تعمل وفقًا للمبادئ نفسها:

– أولاً، تحاول استدراجك؛ حيث تسعى إلى إثارة حماسك أو جذب انتباهك إليها.

– بعد ذلك، تحاول اختراق خصوصيتك من خلال الحصول على معلوماتك الشخصية أو اختراق جهازك.

– وأخيرًا، تعمد هذه المواقع إلى استغلال المعلومات التي توصَّلت إليها عنك بشكل سيئ، أو محاولة اختراق جهازك للحصول على المال.

NOTE:

- Each time, it will look different, but all scam websites follow these basic principles.

• ستبدو الخدعة مختلفة في كل مرة، لكن كافة المواقع الإلكترونية الاحتيالية تتّبع هذه الخطوات الأساسية.



How to avoid scam websites



1. Check that the URL (Uniform Resource Locator) of the website is credible.
2. Check for misspelling or bad grammar, a reliable source will be well-written, with almost no mistakes.
3. Do a search online to see if it is a known scam. If something doesn't look right, it is most likely a scam website.

1. تحقق من عنوان الموقع الإلكتروني (URL).
2. تحقق من وجود أخطاء إملائية أو نحوية، فالمصدر الموثوق سيكون مكتوبًا بشكل جيد، مع عدم وجود أخطاء تقريبًا.
3. إجراء بحث عبر شبكة الإنترنت لمعرفة ما إذا كان الموقع الذي تستخدمه هو موقع احتيالي معروف. بصفة عامة، إذا بدا أمر ما غير صحيح، فإن الموقع على الأرجح موقع احتيالي.

If you are a victim of a scam website:

1. Report it. Tell a trusted adult, like your parents or teacher.
2. You can also contact the Child Helpline or The General Department for Combating Internet Crimes.
3. Report the scam website to the service provider, the e-commerce store, and your bank with the help of your teacher or a family member.

« إذا وقعت ضحية لأحد المواقع الإلكترونية الاحتيالية فعليك:

1. الإبلاغ عن الأمر. أخبر شخصًا راشدًا تثق به مثل والديك أو معلمك.
2. الاتصال بخط مساعدة الطفل أو بالإدارة العامة لمكافحة جرائم الإنترنت.
3. أن تبلغ كذلك كلًّا من: مزود الخدمة، والمتجر الإلكتروني، والبنك الذي تتعامل معه بشأن هذا الموقع الاحتيالي بمساعدة معلمك أو أحد أفراد أسرتك.





Dissecting the URL



» All URLs are made up of three main parts:

1. The protocol
2. The resource name
3. The file path

Theme 2

» You should understand the different parts of a URL so you can spot something that doesn't look right.

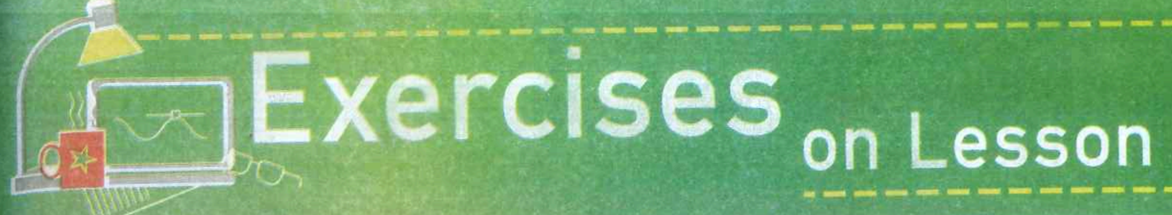
https://www.ekb.com/index.html

PROTOCOL	RESOURCE NAME	FILE PATH
A URL starts with the protocol		The last part of the URL
This determines how the information will be transferred.	It's the web server, or the site being requested and shows who owns that space.	This identifies the specific resource the link is giving you access to.
Includes http, https.	It often ends with .com, .net, .org, .gov, or .edu.	

Test Yourself

Complete the following:

1. .... create fake scenarios to try and obtain your personal information.
2. .... scams offer you prizes that never come.
3. .... scams often claim that your computer has a problem, and you need to download something.




Exercises on Lesson 4

1 Choose the correct answer:

1. .... sites contain fake situations in an attempt to steal your data.
   a. Trusted b. Scam c. Reliable
2. To avoid fake situations of websites, you must check the presence of ....
   a. spelling errors b. educational websites c. reliable content
3. You can go to the site you want by typing the ....
   a. opnions b. URL c. class

   محافظة الجيزة – إدارة أبو النمرس 2023
4. .... are scam websites that offer you a prize that never comes.
   a. Online shopping b. Scarewares c. Sweepstakes

   محافظة الجيزة – إدارة الشيخ زايد 2023
5. .... websites contain fake warnings that try to trick you into downloading a program.
   a. Online shopping b. Scareware c. Sweepstakes
6. .... scam never send(s) you the correct items you bought.
   a. Sweepstakes b. Scareware c. Online shopping
7. If someone is exposed to .... should contact the Child Helpline.
   a. scam websites b. educational websites c. government

   محافظة الإسكندرية – إدارة المنتزة أول 2023
8. The URL (Uniform Resource Locator) begins with the ....
   a. protocol b. file path c. resource name

   (محافظة البحيرة – إدارة دمنهور 2023) (محافظة الإسكندرية – إدارة شرق التعليمية 2023)
9. Scam websites operate to get your ....
   a. personal information b. opinions c. URL

   محافظة الإسكندرية – إدارة وسط 2023

10 You can check out (verify) websites using ....
a. personal opinions b. digital blogs c. the URL

محافظة الإسكندرية – إدارة وسط 2023

11 The .... indicates who owns this site.
a. protocol b. resource name c. file path

محافظة الإسكندرية – إدارة المنتزه ثان 2023

12 The .... websites tell you that your computer has a problem, and you should download a file.
a. sweepstakes b. scareware c. online shopping

2 Put (✓) or (✗):

1 All URLs are made up of two main parts. (   )

2 All scam websites follow the same basic principles, but in different ways. (   )

3 You should avoid accessing scam websites. (   )

محافظة الإسكندرية – إدارة المنتزه أول 2023

4 The website address (URL) enables you to access the site you want. (   )

محافظة البحر الأحمر – إدارة الغردقة 2023

5 Scam websites usually have misspelled words or bad grammar. (   )

6 Scareware websites offer you a prize that you never get. (   )

7 If you are scammed, you should report it and tell a trusted adult. (   )

8 The last part of the URL is the file path that identifies who owns that space. (   )

9 You must check the sites you visit on the Internet. (   )

محافظة البحيرة – إدارة دمنهور 2023

10 To avoid scam websites, you should check the URL of websites. (   )

11 The protocol in a URL determines how the information is transferred. (   )

3 Read the following scenarios, then mention what is wrong with the URL:

1 You want to access the Egyptian Knowledge Bank. You look at the resource name and it says **https://www.ekkbb.com**.

....

....

2 You try to access the Bibliotheca Alexandrina website online. The URL looks like this: **https://bibalex.org.scam.org**.

....

....

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The protocol	a. shows who owns that space.
2 The resource name	b. identifies the specific resource the link is giving you access to.
3 The file path	c. determines how the information will be transferred.

1 .... 2 .... 3 ....

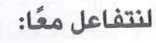


Lesson 5 Intellectual Property Rights

Engage

- What would you think if someone took your work and put it online without your permission?
- What if they made money off your creation?





لنتفاعل معًا:

- ما رأيك إذا أخذ أحد ما عملًا لك ونشره على الإنترنت من دون إذنك؟ – ماذا لو حصل على أموال مقابل عملك؟

Online Content

- It might be tempting to take the content you see online, and copy and paste it into your school report, but be careful!
- Copyright law protects printed and digital content.
- Copyright gives creators legal protection for the things they create.

- قد يكون من المغري أن تأخذ محتوى تجده عبر الإنترنت وتنسخه في تقريرك المدرسي؛ ولكن انتبه!
- **قانون حقوق النشر** يحمي حقوق المحتوى المطبوع والرقمي على حد سواء.
- **حقوق النشر** تمنح المبدعين والمؤلفين الحماية القانونية للأعمال التي ينشئونها.

Copyright

- The international symbol for copyright is © (letter C with a circle around it).
- Copyright protects creators' work including:

1. Books 2. Images 3. Music 4. Movies
5. Games 6. Computer software 7. Websites

- The copyright for a website is usually at the bottom of the home page.

- الرمز الدولي لحقوق النشر هو الحرف ©.
- **تحمي حقوق الطبع والنشر عمل المبدعين بما في ذلك:**

1. الكتب 2. الصور 3. الموسيقى 4. الأفلام 5. الألعاب 6. برامج الكمبيوتر 7. المواقع الإلكترونية

- عادة ما تظهر حقوق النشر الخاصة بالمواقع الإلكترونية في أسفل الصفحة الرئيسة.

Examples of using copyrighted content:

- Downloading a TV episode on YouTube.
- Using someone else's artwork on your social media account.



أمثلة لاستخدام المحتوى غير المسموح بنشره:

- تنزيل حلقة تلفزيونية على موقع يوتيوب.
- استخدام عمل فنيّ لشخص آخر على حساب وسائل التواصل الاجتماعي الخاص بك.

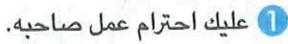
When you use copyrighted content:

1. You should respect the creator's work and use it fairly.
2. You should ask for permission to use it.
3. Attribute it or give credit to the creator.





عند استخدامك محتوى محميًا بحقوق النشر:



1. عليك احترام عمل صاحبه.
2. اطلب الإذن قبل استخدام أي محتوى. 3. أسند الأمر إلى صاحبه.

What creative works are NOT covered by copyright?

1. Works in the public domain
2. Facts
3. Discoveries
4. Official documents, such as laws
5. Creative works whose owner has been dead for 50 years



ما هي الأعمال الإبداعية التي لا تغطيها حقوق النشر؟

1. الأعمال التي تُصنَّف ملكية عامة.
2. الحقائق والوثائق.
3. الاكتشافات.
4. الوثائق الرسمية مثل القوانين.
5. الأعمال الإبداعية التي مر على وفاة صاحبها 50 عامًا تصبح ملكية عامة.



NOTE:

- Egyptian law gives freedom to use a creator's creative work 50 years after their death.
- يمنح القانون المصري حرية استخدام العمل الإبداعي للمبدع بعد مرور ٥٠ عامًا على وفاته.

Public Domain and Creative Commons

Are there sources on the Internet that do not fall under copyrights?

There are sources that can be used without a creator's permission:



1. Sources in the public domain
2. Sources with creative commons reuse licenses

Public Domain

- It includes all creative works that are not covered by copyright law.

• الملكية العامة: تشمل جميع الأعمال الإبداعية التي لا يغطيها قانون حقوق النشر.

Creative commons reuse license:

- It means the owner of a creative work gives permission to reuse his work anytime and anywhere.
- If you are searching for images online, you can filter your results to show only images with this license.

رخصة المشاع الإبداعي:

• تعني أن صاحب العمل الإبداعي يعطي الإذن بإعادة استخدام عمله في أي وقت وفي أي مكان.

• إذا كنت تبحث عن صور عبر الإنترنت، يمكنك تصفية النتائج الخاصة بك لإظهار الصور فقط مع هذه التراخيص.

Written Content

During writing a research paper:

» You should only use a small part of someone's writing (few words or a few sentences).

المحتوى المكتوب:

عند إعداد ورقتك البحثية: لا يجوز أن تستعين إلا بجزء صغير فقط من كتابات الشخص الذي ستنقل عنه بعض الكلمات أو الجمل.



There are two ways to use the writings of others:



1. Use the exact words as they are without change.
2. Paraphrase the ideas in your own style.

» In both cases, you must mention the names of the writers.

» هناك طريقتان للاستعانة بكتابات الآخرين:

1 بنقل الكلمات كما هي من دون تغيير. 2 بإعادة صياغة الأفكار بأسلوبك الخاص.

» وفي الحالتين يجب أن تذكر أسماء الكُتّاب.

Images

» Images are also protected by copyright.

» When you use an image, you should include:

1. The title
2. The artist's or photographer's name
3. A link to the original image
4. What kind of copyright it is protected by.

» If you don't want to get permission or buy images, you can make or take your own images instead.

» الصور أيضًا مشمولة بحماية حقوق النشر.

» فعندما تريد استخدام إحدى الصور اذكر عنوانها، واسم الرسام أو المصور الفوتوغرافي، ورابط النسخة الأصلية من الصورة، ونوع حقوق النشر التي تحميها.

» وإذا كنت لا ترغب في الحصول على إذن أو شراء صور، يمكنك ابتكار صورك الخاصة أو التقاطها بدلًا من ذلك.

Test Yourself

Complete the following:

1. .... and .... are not covered by copyright.
2. In Egypt, you can use a creator's work without permission .... years after their death.
3. The international symbol for copyright is ....
4. Copyright law protects .... and .... content.

Exercises on Lesson 5

1 Choose the correct answer:

1. The .... law protects printed and digital content.
   a. copyright   b. hacker   c. work

(محافظة الجيزة – إدارة العمرانية 2023)

2. Copyright protects all the following, except ....
   a. books   b. websites   c. discoveries

(محافظة المنوفية – إدارة السادات 2023)

3. The copyright for a website is usually at the .... of the home page.
   a. bottom   b. top   c. middle

4. The international symbol for copyright is letter .... with a circle around it.
   a. "R"   b. "S"   c. "C"

5. When using an image, you must mention the photographer's ....
   a. name   b. address   c. number

6. Creative works that are not covered by copyright are ....
   a. websites   b. public domain   c. copyrights

7. .... protects creators' work.
   a. Copyright   b. Internet   c. An image

(محافظة الإسكندرية – إدارة العجمي 2023)

8. .... sources do not fall under copyrights.
   a. Public domain   b. Creative common   c. Both a and b

9. Copyright protects all the following, except ....
   a. books   b. facts   c. games

10. When using copyrighted content, you should ....
    a. ask for permission   b. credit the creator   c. both a and b

11. .... include(s) all creative works that are not covered by copyright law.
    a. Public domains   b. Copyrighted content   c. Both a and b

12. The copyright law protects .... content.
    a. printed   b. digital   c. both a and b

13. When you use someone's artwork on your Facebook account, this is considered .... content.
    a. creative commons   b. copyrighted   c. public domain

14. .... mean the owner of a creative work gives permission to reuse his work.
    a. Public domains   b. Creative commons   c. Both a and b

15. When a creator gives a permission for their work to be used anytime and anywhere, this is called ....
    a. discoveries   b. facts
    c. creative commons reuse license

(محافظة الإسكندرية – إدارة المنتزه ثان 2023)

16. Creative works enter the public domain ....
    a. when you download it   b. when the creator dies
    c. after 50 years of the creator's death

17. During writing a research paper, you should ....
    a. use a few sentences from someone else's writing
    b. not credit the authors   c. use someone's writing without permission

2 Put (✓) or (✗):

1. The international symbol for public domain is ©. (   )
2. The images and facts are not covered by the copyright law. (   )
3. The copyright law protects both printed and digital content. (   )

(محافظة الإسكندرية – إدارة المنتزه أول 2023) (محافظة البحر الأحمر – إدارة الغردقة 2023)

4. We can use public domain sources without the owner's permission. (   )
5. Discoveries and facts are not covered by copyrights. (   )
6. Copyrights do not protect the photographs of a photographer. (   )
7. When using a photo, you must credit the photographer. (   )
8. Others' writings can be used after paraphrasing. (   )

(محافظة الدقهلية – الإدارة التعليمية 2023)

9. Copyright for a website is usually at the top of the home page. (   )
10. You can filter your search results to find images with a specific license. (   )

11 Creative works become public domains when the creator dies immediately. (   )

12 The copyright law does not protect images and artworks. (   )

(محافظة الإسكندرية – إدارة المنتزة أول 2023)

13 It is not necessary to ask for a permission before using any copyrighted content. (   )

3 Which of the following items is copyrighted?

1. A Nike ad with a photo in a magazine
2. A photo you took in front of a Nike store
3. 200-year-old book about desert life
4. An online article about cactus
5. An article about the development of algebra
6. The mathematical equation $\frac{5}{2}x + 5 = 10$

4 Complete the missing parts using the words between the brackets:

(top – videos – discoveries – licenses – Facts – Images – bottom)

1. .... and .... are covered by the copyright law.
2. .... and .... are not covered by the copyright law.
3. You can filter your results to show only images with ....
4. The copyright for a website is usually at the .... of the home page.

5 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Public domains	a. protect both printed and digital content.
2 Copyrights	b. is the international symbol for copyright.
3 ©	c. are creative works that are not covered by copyright law.

1 .... 2 .... 3 ....

Lesson 6 Using Digital Sources

Learn

You may be asked to use some of the resources available online to:

1. Answer a question.
2. Identify solutions to a problem.
3. Conduct study research related to a subject.

قد يُطلب منك استخدام بعض المصادر المتاحة عبر شبكة الإنترنت:

1 للإجابة عن سؤال. 2 للتعرُّف على بعض الحلول لمشكلة. 3 لإجراء بحث دراسي مرتبط بمادة ما.



Steps to follow when using digital sources:

1. Identify reliable digital sources.
2. Go to the site you want by typing the URL in the search engine (or browser).



» URL is the abbreviation for "Uniform Resource Locator."

» You can ask your teacher or a family member for help while browsing a site for the first time.

» خطوات يجب اتباعها عند استخدام المصادر الرقمية:

1 تحديد المصادر الرقمية الموثوقة.

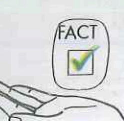
2 انتقل إلى الموقع الذي تريده عن طريق كتابة عنوان URL في محرك البحث.

» يمكنك أن تطلب من معلمك أو أحد أفراد أسرتك المساعدة أثناء تصفُّح ملف الموقع لأول مرة.

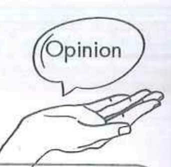


- The best way to find reliable digital sites is to follow the recommendations of your teacher or school, such as EKB.
- These recommended websites are often stored on a bookmark bar in your browser for easy access.

- أفضل طريقة للعثور على مواقع رقمية موثوقة هي اتباع توصيات معلمك أو مدرستك، مثل بنك المعرفة المصري.
- غالبًا ما يتم تخزين هذه المواقع الموصى بها في Bookmark bar في متصفحك للوصول إليها بسهولة.



Facts and Opinions



Facts

1. They result from research and observation.
2. They can be proven.
3. They cannot be debated.
4. They are true for everyone.

1 تنتج عن البحث والملاحظة. 2 يمكن إثباتها. 3 لا تحتمل الجدل. 4 تنطبق على الجميع.

Opinions

1. They are based on someone's views and experiences.
2. They cannot be proven.
3. They can be debated.
4. They are not true for everyone.

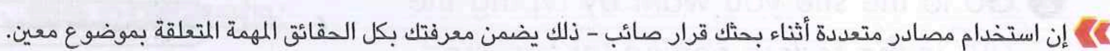
1 تستند إلى وجهات نظر الشخص وخبراته. 2 لا يمكن إثباتها. 3 تحتمل الجدل. 4 لا تنطبق على الجميع.

Using multiple sources and facts:



1. It's a good decision to use multiple sources in your research.
2. This helps make sure you know all the important facts about a topic.

إن استخدام مصادر متعددة أثناء بحثك قرار صائب - ذلك يضمن معرفتك بكل الحقائق المهمة المتعلقة بموضوع معين.



If two online sources have

the same information

- It often means that the facts are true.
- Write notes for the first source.
- Then, scan the next source for additional facts to add to your notes.

إذا تضمن موقعان موثوقان المعلومات نفسها:
- غالبًا ما يعني ذلك صحة الحقائق.
- اكتب ملاحظات من المصدر الأول.
- ثم تفحص المصدر التالي للحصول على معلومات تضيفها إلى ملاحظاتك.

different information

- Double-check that both sites are reliable.
- Then, make sure the information is based on facts instead of opinions.

في حال احتواء موقعين على معلومات مختلفة للموضوع نفسه:
- فتحقّق جيدًا من أن كليهما موثوق.
- تأكد من أن المعلومات مبنية على الحقائق وليس على الآراء.

NOTE:
- It is a good decision to follow copyright rules and laws.

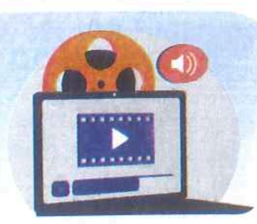
Online Sources

1 Maps, graphs, infographics, and charts:



- If you need facts that can be measured.

2 Pictures and videos:



- They can also be reliable sources.
- They sometimes help us in in acquiring the information while watching it, better than just reading the words.

3 Archives and databases:



- They can also be reliable sources.
- They include books, articles, diaries, letters, and photographs.

استخدم مصادر رقمية (غير المصادر المكتوبة):

1 **الخرائط والمخططات المعلوماتية والجداول:** • تتضمن حقائق يمكن قياسها.

2 **الصور ومقاطع الفيديو:** • يمكن أن تكون مصادر موثوقة.
• تساعدنا أحيانًا على اكتساب المعلومات بالمشاهدة على نحو أفضل من قراءة النصوص فقط.

3 **السجلات وقواعد البيانات:** • يمكن أن تكون مصادر موثوقة أيضًا.
• تحوي مواد بحثية متعددة، بما في ذلك الكتب والمقالات والمذكرات والرسائل والصور.



NOTE:
- The Egyptian Knowledge Bank is the best way to find reliable digital sources.



Test Yourself

Complete the following:

1. .... result from researches and can be proven.
2. .... can't be proven and are not true for everyone.
3. The first step when using digital sources is ....
4. The recommended websites are often stored on ....

Exercises on Lesson 6

1 Choose the correct answer:

1. You can go to a website by typing the .... in the search engine.
   a. email b. URL c. text message
2. A/An .... results from research and observation, and can be proven.
   a. opinion b. fact c. info
   (محافظة الجيزة – إدارة العمرانية 2023)
3. Identifying .... is the first step in searching for information.
   a. reliable sources b. files and records c. databases
4. .... are true for everyone.
   a. Opinions b. Facts c. Opinions and facts
5. The Egyptian Knowledge Bank is a .... source.
   a. reliable b. false c. bad
   (محافظة الإسكندرية – إدارة العجمي 2023)
6. You can store suggested websites in the .... bar in your browser.
   a. tools b. bookmark c. task
7. Using multiple sources during your research is a/an .... decision.
   a. right b. wrong c. unhelpful
8. The .... can't be debated and are true for everyone.
   a. opinions b. facts c. digital sources
   (محافظة الإسكندرية – إدارة المنتزه ثان 2023)
9. .... are based on someone's views and experiences.
   a. Opinions b. Facts c. Lies
10. If two online sources have .... information, it often means the information is true.
    a. different b. the same c. questionable

2 Put (✓) or (✗):

1. The URL is the abbreviation for "Uniform Resource Locator." ( )
2. Facts can be debated and proven. ( )
3. Photos and videos are from the reliable sources. ( )
4. You can ask your teacher for help while browsing a site for the first time. ( )
5. It is not necessary to use multiple sources in your research. ( )
6. Facts are based on someone's views and experiences and can't be proven. ( )
   (محافظة الإسكندرية – إدارة المنتزه ثان 2023) (محافظة الإسكندرية – إدارة وسط 2023)
7. The information is often correct if found in two reliable sources. ( )
8. The Egyptian Knowledge Bank is a reliable digital source. ( )
   (محافظة الجيزة – إدارة العمرانية 2023)
9. When using any source, make sure that the information is based on opinions. ( )
10. Pictures and videos help us gain information through watching. ( )
11. Following copyright rules and laws is a good decision. ( )
12. Facts come from research and observation. ( )

3 Complete the missing parts using the words between the brackets:

(URL – Opinions – Computers – Facts – picture – book)

1. .... help us to store and transfer data and information.
2. .... come from research and observation.
3. .... are based on someone's views and experiences
4. You can type the .... in the search engine.
5. A .... helps us acquire information better by watching it than by just reading.

Lesson 7 Advanced Searches

How to get specific search results?

Start with a specific topic and research questions

Example: You want to know about the construction of Aswan Dam. How can you search?

a Use a specific search topic:

"The Aswan Dam" ⟶ is not a **specific** topic.

"The construction of the Aswan Dam" ⟶ is a **specific** topic.



b Use research questions about the topic, such as:

- What materials were used to build the Aswan Dam?
- How many workers built the Aswan Dam?

c Use your research questions to find **keywords**.

Question	Keywords
What materials were used to build the Aswan Dam?	"materials" and "Aswan Dam"
Question	**Keywords**
How many workers built the Aswan Dam?	"how many" (or "number"), "workers" and "Aswan Dam"

Accurate Search Terms

1. Use synonyms to make your search terms more accurate.

Example: You want to research the amount of time 13- to 18-year-old people spend online each day.

» The search strings change the results:

a Children computer time ⟶ **Gives too many results.**

b Teenagers time online ⟶ **Will narrow the results.**

2. If you put the search string in quotation marks, your search will be more specific (narrowed) to the exact phrase within the quotation marks.
3. Some search engines suggest keywords and similar searches.
4. Search engines also have an advanced searching tool that helps you limit search results.



» You can use them to combine, exclude, or limit the results to specific domains, such as .edu or .gov.

1 استخدم المرادفات لجعل مصطلحات البحث الخاصة بك أكثر دقة.

على سبيل المثال، تريد البحث عن مقدار الوقت الذي يقضيه الأشخاص الذين تتراوح أعمارهم بين ١٣ و ١٨ عامًا على الإنترنت كل يوم.

» سلاسل البحث تغير النتائج:

a وقت الكمبيوتر للأطفال: يعطي الكثير من النتائج.

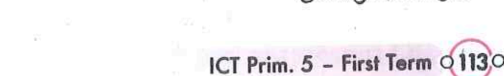
b وقت المراهقين على الإنترنت: سيضيق النتائج.

2 إذا وضعت سلسلة البحث بين علامتي اقتباس، فسيكون بحثك أكثر تحديدًا (تضييقًا) على العبارة الدقيقة ضمن علامات التنصيص.

3 بعض محركات البحث تقترح كلمات مفتاحية وعمليات بحث مشابهة.

4 تمتلك محركات البحث أيضًا أداة بحث متقدمة تساعدك في تحديد نتائج البحث.

يمكنك استخدامها لدمج النتائج أو استبعادها أو قصر النتائج على مجالات معينة مثل edu. أو gov.



Boolean Operators and Search Modifiers

Boolean Operators	Example	Results
AND	Video games and teenagers	Will include both terms.
OR	Child or teenager	Will include either term.
NOT	Video games not online	Will not include the terms.
" "	"Video games"	Will include the exact terms.
( )	(Video games) teenagers	Prioritize what is in parentheses.
*	Teens*	Will include all forms of the word.

Tips to Find the Best Search Results

1. Scan the summary for each search result.
2. Look for the titles connected to your topic and keywords in bold.
3. Scan for facts that answer your research questions.
4. Choose the results that have many of these items. Then, click on each possible source and skim the content.
5. Look for titles, headers, and keywords that match your research topic and questions.
6. Choose the sources with the best match.



نصائح للعثور على أفضل نتائج البحث:

1. دقِّق في ملخص كل نتيجة بحث.
2. ابحث عن العناوين المرتبطة بموضوعك والكلمات المفتاحية بالخط العريض.
3. ابحث عن الحقائق التي تجيب عن أسئلة بحثك.
4. اختر النتائج التي تحوي العديد من هذه العناصر، وتصفَّح المحتوى.
5. ابحث عن العناوين، ورءوس الموضوعات، والكلمات المفتاحية المطابقة لسؤالك البحثي.
6. وأخيرًا اختر المصادر الأكثر تطابقًا.

Exercises on Lesson 7

1 Choose the correct answer:

1. To get results that include the exact words mentioned in the search, use ....
   a. quotation marks b. AND c. NOT
   (محافظة المنوفية – إدارة السادات 2023)
2. Use .... in the search engine to make your search more accurate.
   a. antonyms b. synonyms c. acronyms
3. The .... operator gives priority to what is in parentheses.
   a. " " b. ( ) c. *
4. .... suggest(s) keywords and similar searches.
   a. Antiviruses b. Search engines c. MS Word
5. If you use the .... operator, the results will include both words.
   a. AND b. OR c. NOT
6. Use your research questions to find ....
   a. images b. videos c. keywords
7. When using the .... operator, the results will include the exact terms.
   a. AND b. " " c. OR
   (محافظة البحيرة – إدارة دمنهور 2023)
8. If you use the .... operator, the results will include one of the two words.
   a. AND b. OR c. NOT
9. Using the .... operator will include all forms of a word.
   a. " " b. ( ) c. *
10. If you're searching about two terms and you want the results to include both of them, use the operator ....
    a. OR b. AND c. NOT
    (محافظة الإسكندرية – إدارة شرق التعليمية 2023)

11 Using the .... operator will not include the word in the search result.

a. AND b. OR c. NOT

2 Put (✓) or (✗):

1 To obtain accurate results, you must identify your research topic. ( )

2 Use synonyms to make your search terms more accurate. ( )

3 Search engines also have an advanced searching tool to limit results. ( )

4 Using the operator OR makes results include all forms of the word. ( )

5 The advanced search tool can be used to include or exclude keywords. ( )

6 If you put the search string in quotation marks, your search will be more specific. ( )

7 Search engines do not suggest keywords and similar searches. ( )

8 If you use the operator NOT in your search, the results will include both words. ( )

3 Complete the missing parts using the words between the brackets:

(OR - * - AND - NOT - =)

1 Using .... helps to include both words in your search.

2 Using .... helps to include either word in your search.

3 Using .... helps to exclude the word in your search.

4 Using .... helps to include all forms of a word in your search.

Lesson 8 Documenting Information Appropriately

Taking Notes

» Research papers should be written in your own words. To do this, start by taking notes in your own words.

Steps:

1 For each source, add the URL and the author's name at the top of your notes.

2 Reread each note. If information is missing, return to the source and find the missing information.

3 When an author's words are important or unforgettable, use quotation marks to add those exact words to your notes.

« تدوين الملاحظات:

• يجب كتابة الأوراق البحثية بأسلوبك الخاص. للقيام بذلك، ابدأ بتدوين الملاحظات بكلماتك الخاصة.

الخطوات:

1 لكل مصدر، أضف عنوان URL واسم المؤلف في الجزء العلوي من ملاحظاتك.

2 أعد قراءة كل ملاحظة. إذا كانت المعلومات مفقودة، فارجع إلى المصدر وابحث عن المعلومات المفقودة.

3 عندما تكون كلمات المُؤلِّف مهمة أو لا تُنسى، استخدم علامات الاقتباس لإضافة تلك الكلمات الدقيقة إلى ملاحظاتك.

Paraphrasing • It's using your own words to explain the ideas of the writer (author).

إعادة الصياغة: استخدام كلماتك الخاصة لشرح أفكار الكاتب (المؤلف).

» Some ways to do this:

1 Change some of the vocabulary words.

2 Change the order of the ideas.

3 Change the sentence structure.

» By paraphrasing, you are showing respect for the author's work.



« إعادة الصياغة:

بعض الطرق للقيام بذلك: 1 تغيير بعض مفردات الكلمات. 2 تغيير ترتيب الأفكار. 3 تغيير هيكل الجملة.

• من خلال إعادة الصياغة، فإنك تُظهر الاحترام لعمل المؤلف.

Using Quotes

- Quotes support your ideas and arguments.
- When you include a quote:
  1. State where the quote came from (citation) and why you are using it.
  2. You can use sentence starters to share this information.
- Some sentence starters that you can use to introduce a quote:

In the article (article title), it said ...	This shows that ...
According to (author's name), ...	This proves that ...
(Author's name) states ...	This illustrates ...



استخدام الاقتباسات:

- تدعم الاقتباسات أفكارك وحججك.
- عندما تقوم بتضمين اقتباس: ❶ اذكر من أين جاء الاقتباس ولماذا تستخدمه.
  ❷ يمكنك استخدام بادئات الجمل لمشاركة هذه المعلومات.

NOTES:

- To search an online source by a keyword:
  1. Press (CTRL + F) on the keyboard.
  2. Enter the term in the search box.
- The keyword will be highlighted everywhere it appears on the page.
- للبحث عن مصدر عبر الإنترنت بواسطة الكلمة المفتاحية:
  ❶ اضغط على CTRL + F. ❷ أدخل المصطلح في خانة البحث.
- وبهذا ستُظلل الكلمة المفتاحية أينما وُجدت في الصفحة.

Citing Sources

- At the end of a research report, you list your sources on a "Works Cited" page.
- Some online sources include a permalink to use as the cited web address because websites change.

Permalink: It is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location.

الرابط الثابت: هو ارتباط تشعبي دائم، أو كلمة أو صورة مميزة تنقر عليها لتأخذك إلى موقع ويب آخر.

- Look for a "share" or "cite this" button to find the permalink.
- You can ask your teacher for help to view one of these hyperlinks.

- في نهاية التقرير البحثي، تُدرج مصادرك في صفحة «قائمة الأعمال المقتبس منها».
- بعض المصادر المتاحة عبر الإنترنت تتضمن رابطًا ثابتًا permalink لاستخدامه كموقع إلكتروني مقتبس منه؛ نظرًا لتغير المواقع الإلكترونية.
- ابحث عن زر «مشاركة» أو «استشهد بهذا» للعثور على الرابط الثابت.
- يمكنك أن تطلب من معلمك المساعدة في عرض أحد هذه الارتباطات التشعبية.

When you cite a source, you should use the following method:

1. The citations should be in alphabetical order.
   - a) If the source has an author:
     - The citations should be ordered by the author's last name.
   - b) If the source doesn't have an author:
     - The citations should be ordered by the title of the article.
2. Write the source: the name of the book, journal, or website.
3. Write the date: the year the source was published.
4. Mention the URL.

عندما تستشهد بمصدر يجب عليك استخدام الطريقة التالية:

❶ ضع الاستشهادات بترتيب أبجدي حسب الاسم الأخير للمؤلف أو عنوان المقالة.
a إذا ذُكر اسم المؤلف: يجب أن تكون الاستشهادات مرتبة حسب الاسم الأخير للمؤلف.
b إذا لم يُذكر اسم المؤلف: يجب أن تكون الاستشهادات مرتبة حسب عنوان المقال.
❷ اذكر المصدر: اسم الكتاب أو المجلة أو الموقع الإلكتروني.
❸ اذكر التاريخ: سنة نشر المصدر.
❹ اذكر عنوان URL.

Example:

» Egypt beach resorts fight global scourge of plastic trash. (2019, December 21). Arab News. Retrieved August 12, 2022, https://arab.news/pwhre

- "Egypt beach resorts fight global scourge of plastic trash" is the title of the article because the author's name is not given.
- "2019, December 21" is the date of publication.
- "Arab News" is the name of the publication.
- "Retrieved August 12, 2022" is the date when the citation was retrieved.
- "https://arab.news/pwhre" is the URL of the article.

» Citing a YouTube video:

1. Use the uploader as the author (creator) of the video.
2. Include the date the video was uploaded.
3. Include the video title followed by the word "video".
4. Include the name of the site (YouTube) and the URL of the video.

Example:

RTV, 2019. Very Nile video. YouTube, https://www.youtube.com/watch?v=yH5SVlgN_gY

« استخدم اسم المُحمِّل كمؤلف.

« قم بتضمين تاريخ تحميل الفيديو.

« قم بتضمين عنوان الفيديو وأضف كلمة «فيديو» بعده.

« قم بتضمين اسم الموقع (YouTube) وعنوان URL الخاص بالفيديو.

Exercises on Lesson 8

1 Choose the correct answer:

1. To move directly to the site, you have to ....
   a. click on the hyperlink   b. create an email   c. create a document
   (محافظة البحر الأحمر – إدارة الغردقة 2023)
2. When citing a YouTube video, use the .... as the author of the video.
   a. uploader   b. video title   c. URL
3. You should include your .... at the end of your research.
   a. introduction   b. citation   c. content
4. You must add the URL and the author's name at the .... of the notes.
   a. top   b. middle   c. end
5. To search an online source by keywords, press ....
   a. Ctrl + F   b. Ctrl + E   c. Ctrl + D
   (محافظة الإسكندرية – إدارة المنتزه ثان 2023)
6. You can use .... to write the author's important sayings.
   a. a bold font   b. underline feature   c. quotation marks
7. At the end of a research report, you should list your sources on a/an "...................." page.
   a. Acknowledgment   b. Works Cited   c. Introduction
8. You have to show your respect for the author's work by .... his text.
   a. deleting   b. copying   c. paraphrasing
9. A .... is a way to access online content even if the website changes.
   a. special character   b. special link   c. permalink
10. When you include a quote, you can use .... to share this information.
    a. sentence starters   b. special characters   c. paraphrasing
11. If the source has an author, the citations should be ordered by the ....
    a. author's first name   b. author's last name   c. date

12 If the source doesn't have an author, the citations should be ordered by the ....

a. author's name b. title of the article c. URL

2 Put (✓) or (✗):

1. The citations should be in alphabetical order. ( )
2. You must show respect for the author by paraphrasing the text. ( )
3. When taking notes, put important words from the author in parentheses. ( )
4. If information is missing in your research, go back to the source. ( )
5. A permanent hyperlink is a highlighted word or picture you click on to take you to another web location. ( )

(محافظة الإسكندرية – إدارة المنتزه ثان 2023)

6. When you paraphrase, use your own words to explain the ideas of the writer. ( )
7. Research papers should be written in your own words. ( )
8. You can paraphrase by changing the sentence structure and the order of the ideas. ( )
9. You must add the URL and the author's name at the end of your notes. ( )
10. Vocabulary or sentence structure shouldn't change when paraphrasing a text. ( )
11. Listing your sources at the end of the research paper is not important. ( )
12. Permalink is a permanent hyperlink that may be an image or a word. ( )
13. It is not necessary to consult your teacher when looking at hyperlinks. ( )

3 Complete the missing parts using the words between the brackets:

(alphabetical order – quotation marks – Paraphrasing – URL – Taking notes)

1. You can use .... to write the author's important sayings.
2. Add the .... and the author's name at the top of your notes.
3. Put the citations in ....
4. .... shows respect for the author's work.
5. .... from a source is easier to do if they are written in your own words.

Summary on Theme 2



Lesson 1

- Jeff Kerby is an **ecologist** and a **photographer**.
- **Tools used in a photography trip:**
  1. Camera and camera lenses
  2. Batteries for the camera
  3. A laptop
  4. Hard drives
  5. A drone (optional)
  6. Phone (for quick photos and GPS navigation)
- Mr. Kerby **backs up** his images onto **two external hard drives**.
- He shares photos with his colleagues immediately, using **cell phone apps**.
- Owning photos means having copyright to publish or sell the photos.
- **Copyright Infringement:** Some people use photographs that were taken by others **without permission** or **without purchasing** the right to use them.
- **Photographers protect their works by doing the following:**
  1. They place a **watermark** on their photos.
  2. They add **copyright information**, such as their names, to the metadata of each photo.
  3. They share **high-resolution photos** only with **people they trust**.
  4. They share **low-resolution photos** that won't look good if printed or uploaded to a **website** in **public**.
  5. They use **reverse image searches** to find out if any of their photos are being used without their permission.
- Copyright infringement is against the law.
- Many Egyptian laws protect copyrights.

Lesson 2

- **Personal information:** It includes your **name**, **address**, **date of birth**, and **passwords**.
- **Hackers:** They break into a computer and **steal** personal information.

- Hacker can use someone's email address and password to send a virus to all the email addresses in your email account.
- Hackers can use an adult's bank account to steal money.
- **How to keep your personal information (PII) safe?**
  1. Limit the personal information you share online.
  2. Don't sign up for a website if it asks for too much personal information.
  3. Use different strong passwords that are different and contain letters, numbers, and special signs.
  4. Use antivirus software on all of your devices.
  5. Update your devices regularly.
- You should protect your files from viruses, software problems, human errors.
- **How to back up your data?**
  1. Some apps and software programs back up data automatically.
  2. You can use a data-storage device, such as:
     - A flash memory
     - An external hard drive
- This is called a hybrid backup; it is a safer way to backup and store files.
- The hard disk has more space than the flash memory although they are both used for the same purpose.

Lesson 3

- **Phishing:** It is sending a message via email or social media applications that looks real, but it isn't.
- **Smishing:** It is the same as phishing, but it is a text message instead of an email.
- **When you open an attachment or a file of phishing:**
  - Data-stealing software is installed on your computer, or you're asked to enter sensitive information, such as a bank account.
- **How to identify phishing messages?**
  1. It includes misspelled words and grammar errors.
  2. It requests too much personal data.

- **Password manager:**
  1. It creates strong and unique passwords for each of your accounts.
  2. It also tells you if the passwords you already have are too weak or if you've reused them.
  3. It can even tell you if one of your passwords has been stolen online.
- **Multi-factor authentication (MFA):**



  - MFA is used to strengthen your passwords.
  - You provide at least two ways of identifying yourself.

Lesson 4

- **Scam websites:** They are phishing websites that present fake situations and try to get your information.
- **There are many types of scam websites such as:**
  1. **Online shopping scams:** They never send you the correct items you bought.
  2. **Scareware scams:** They say your computer has a problem and you need to download something.
  3. **Sweepstakes scams:** They offer you a prize that never comes.
- **How to avoid scam websites?**
  1. Check that the URL of the website is credible.
  2. Scam websites usually contain misspellings or bad grammar.
  3. Search online to see if it is a known scam.
- **If you are a victim of a scam website:**
  1. Report it. Tell a trusted adult.
  2. Contact the Child Helpline or The General Department for Combating Internet Crimes.
  3. Report the scam website to the service provider, the e-commerce store, and your bank.
- **All URLs are made up of three main parts:**
  1. The protocol
  2. The resource name
  3. The file path
- **The protocol:** It is the first part; it determines how the information is transferred.
- **The resource name:** It is the requested site; it shows who owns that space.
- **The file path:** It is the last part of the URL; it identifies a specific resource which the link is giving you access to.

Lesson 5

- **Copyright law** protects **printed** and **digital** content.
- **Copyright** gives creators **legal protection** for the things they create.
- The international **symbol** for copyright is ©.
- The copyright symbol for a website is usually at **the bottom** of the home page.
- **Examples of using copyrighted content:**
  1. Downloading a TV episode on YouTube.
  2. Using someone's artwork on your social media account.



- **When you use copyrighted content:**
  1. Respect the creator's work.
  2. Ask for permission to use it.
  3. Attribute it or give credit to the creator.
- **Creative works are NOT covered by copyright:**
  1. Works in the public domain
  2. Facts
  3. Official documents, such as laws
  4. Discoveries
  5. Creative works whose owner has been dead for 50 years
- Public domain and creative commons do not fall under copyright.
- **Public domain:** Includes all creative works which are not covered by copyright law.
- **Creative commons:** It means that the owner of a creative work gives permission to reuse his work anytime and anywhere.
- When searching for images online, you can filter your search by **license**.
- **There are two ways to use the writings of others:**
  1. Use the exact words without change.
  2. Paraphrase ideas in your own style.

Lesson 6

- **Steps to follow when using digital sources:**
  1. Identify **reliable** digital sources.
  2. Go to the site you want by entering the URL in your browser.
- The **URL** is the abbreviation for "**U**niform **R**esource **L**ocator".
- You can save recommended websites to your **bookmark bar** for easy access.

- **Facts and Opinions:**

Facts

1. They come from research and observations.
2. They can be proven.
3. They cannot be debated.
4. They are true for everyone.

Opinions

1. They are based on someone's views and experiences.
2. They cannot be proven.
3. They can be debated.
4. They are not true for everyone.

- If two online sources have the **same** information, it often means that the **information is a fact**.
- **Online sources** include maps, graphs, infographics, charts, videos, pictures archives, and databases.
- The **EKB** is the best way to find **reliable** digital sources.

Lesson 7

- **How to get specific search results?**
  - Start with a specific topic and research questions.
  - Use **synonyms** to make your search terms more accurate.
  - Put the search string in **quotation marks**, your search will be more **specific** (**narrowed**) to the exact phrase within the quotation marks.
- Some **search engines** suggest **keywords** and **similar searches**.
- They also have an **advanced searching tool** that helps you **limit** search results.
- **Boolean Operators and Search Modifiers:**

Boolean Operators	Example	Results
AND	Video games and teenagers	Will include both terms.
OR	Child or teenager	Will include either term.
NOT	Video games not online	Will not include the terms.
" "	"Video games"	Will include the exact terms.
( )	(Video games) teenagers	Prioritize what is in parentheses.
*	Teens*	Will include all forms of a word.



Lesson 8

Taking notes:

- To make a research paper, start by taking notes in your own words.
  1. For each source, add the URL and the author's name at the top of your notes.
  2. If information is missing, return to the source.
  3. When an author's words are important, use quotation marks to add those exact words to your notes.

Paraphrasing:

1. Change some of the vocabulary words.
2. Change the order of the ideas.
3. Change the sentence structure.

- By paraphrasing, you are showing respect for the author's work.
- To search for an online source by a keyword, type (Ctrl + F).

Using quotes:

1. State the source of the quote.
2. You can use sentence starters to share this information.

Citing sources:

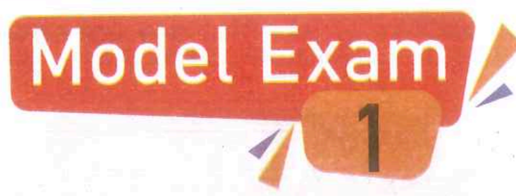
- At the end of your research, list your sources on a "Works Cited" page.

Permalink: It is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location.

When you cite a source, the citations should be in alphabetical order.

1. **If the source has an author:**
   - The citations should be ordered by the author's last name.
2. **If the source doesn't have an author:**
   - The citations should be ordered by the title of the article.
     a. Write the source: The name of the book, journal, or website.
     b. Write the date: The year the source was published.
     c. Mention the URL.

When citing a YouTube video, use the uploader as the author (creator) of the video.



Model Exam 1

1 Choose the correct answer:

1. Jeff Kerby is a/an ....
   a. engineer b. doctor c. ecologist
2. To search an online source by a keyword, press ....
   a. Ctrl + F b. Ctrl + E c. Ctrl + D
3. .... involves using two or more methods to verify your identity.
   a. Multi-factor authentication
   b. Password manager c. Antivirus
4. To narrow the search results, we can use the operator ....
   a. OR b. AND c. " "
5. Using someone else's artwork on your Facebook without permission is ....
   a. copyright infringement b. creative commons c. fair use

2 Put (✓) or (✗):

1. Research papers should be written in your own words. ( )
2. You need strong passwords to protect your personal data from hackers. ( )
3. Scareware websites offer you a prize that you never get. ( )
4. You can protect your work by putting a watermark on it. ( )
5. Photos and videos are from the reliable sources. ( )

3 Complete the missing parts using the words between the brackets:

(GPS – hard disk drive – hacker – Password manager – Public domains)

1. A .... is used to back up all the photos you take.
2. You can navigate and reach different places using ....

3. A .... can break into your device to steal your personal information.
4. .... tells you if one of your passwords has been stolen online.
5. .... are creative works that are not covered by copyrights.

Model Exam 2

1 Choose the correct answer:

1. A photographer uses .... images to protect his copyrights.
   a. high-resolution b. low-resolution c. flash memory
2. Using the .... operator will not include the word in the search results.
   a. AND b. OR c. NOT
3. The .... part in the URL indicates who owns this site.
   a. protocol b. resource name c. file path
4. Copyrights protect all the following, except ....
   a. facts and discoveries b. websites c. books
5. .... include(s) all creative works not covered by copyright law.
   a. Public domains b. Copyrighted content c. Both a and b

2 Put (✓) or (✗):

1. The same information on two reliable sites often means it's correct. ( )
2. You should proceed with websites that ask for too much personal data. ( )
3. A password manager creates a strong password for each of your accounts. ( )
4. Permalink is a permanent hyperlink that may be an image or a word. ( )
5. Copyright law protects both printed and digital content. ( )

3 Complete the missing parts using the words between the brackets:

(Public domains - Creative commons - Facts - " " - Opinions)

1. .... are true for everyone and can't be debated.
2. .... include all creative works not covered by copyright law.
3. .... are based on someone's views and can be debated.
4. .... license mean that the owner gives permission to reuse his work.
5. You can use .... to get results that include the exact words.

Model Exam 3

1 Choose the correct answer:

1. One of the accessories that you can use to save your files securely is ....
   a. an external hard disk b. a drone c. a camera
2. The URL (Uniform Resource Locator) starts with the........................ .
   a. protocol b. file path c. resource name
3. The copyright for a website is usually at the .... of the home page.
   a. top b. bottom c. middle
4. You can use .... to write the author's important sayings.
   a. a bold font b. underline feature c. quotation marks
5. Copyright protects all the following, except ....
   a. books b. facts c. games

2 Put (✓) or (✗):

1. Smishing is a type of phishing attack that uses text messages to trick people. ( )
2. Jeff Kerby shares his high-resolution photo with others. ( )
3. A reliable source contains misspelling or bad grammar. ( )

4 Search engines have an advanced searching tool to limit results. ( )

5 Using the operator OR makes results include all forms of the word. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Citation	a. may be words or pictures you click on to access the site.
2 URL	b. is the international symbol for copyrights.
3 ©	c. sites contain fake situations to steal your data.
4 Scam	d. should be included at the end of your research.
5 Permalink	e. is the abbreviation of "Uniform Resource Locator".

1 .... 2 .... 3 .... 4 .... 5 ....

Model Exam 4

1 Choose the correct answer:

1 .... law protects the original works of the creators, such as books, music, movies, and software.
a. Copyright b. Internet c. Image

2 A photographer protects his work by not sharing images with a ....
a. high resolution b. low resolution c. flash memory

3 .... is sending a fake message via email or social media that looks real.
a. Smishing b. Phishing c. Virus

4 If you use the .... operator, the results will include one of the two words.
a. AND b. OR c. NOT

5 At the end of a research report, you list your sources on a/an ".........." page.
a. Acknowledgment b. Works Cited c. Introduction

2 Put (✓) or (✗):

1 Using antivirus programs on your devices is not recommended. ( )

2 To access a website, type the URL into your browser. ( )

3 Facts are based on views or experiences and can't be proven. ( )

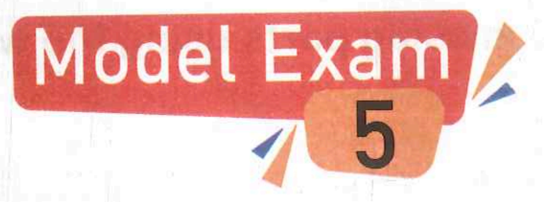
4 Scam websites usually have misspelled words or bad grammar. ( )

5 When you paraphrase, use your own words to explain the ideas of the writer. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The protocol	a. is used to include all forms of a word.
2 AND	b. indicates who owns the site.
3 *	c. is the first part of a URL.
4 The file path	d. makes the result include both words.
5 The resource name	e. is the last part of the URL.

1 .... 2 .... 3 .... 4 .... 5 ....



1 Choose the correct answer:

1 .... use the Internet to break into your computer to steal your information.
a. Programmers b. Hackers c. Thieves

2 .... sources do not fall under copyrights.
a. Public domain b. Creative commons c. Both a and b

3. A/An .... results from research and observation and can be proven.
   a. opinion   b. fact   c. Information
4. If you receive an email from someone you don't know claiming that you have won a prize, it may be .... attempt(s).
   a. a phishing   b. a smishing   c. both a and b
5. The Egyptian Knowledge Bank is a .... source.
   a. reliable   b. false   c. bad

2 Put (✓) or (✗):

1. Always ask for the photographer's permission before using their photo. (   )
2. You don't have to check the new websites you visit. (   )
3. If you use the operator NOT in your search, the results will include both words. (   )
4. The citations should be arranged in alphabetical order. (   )
5. Paraphrasing can allow you to use others' writings in your own work. (   )

3 Complete the missing parts using the words between the brackets:

(Scareware – Personal information – Sweepstakes – Child Helpline – Smishing)

1. .... are scam websites that offer you a prize that never comes.
2. .... refers to scam websites that contain fake warnings to trick you into downloading a malicious program.
3. If you're exposed to a scam website, you should contact ....
4. .... is a text message that looks real but it isn't.
5. .... includes your name, passwords and bank account.

Final Exams



1 Cairo – El-Nozha Educational Zone

1 Put (✓) or (✗):

1. A byte is the smallest unit of data. ( )
2. The cell in Excel can contain only numbers. ( )
3. Pictures can be quickly shared with colleagues using mobile phones. ( )
4. Files are stored using a flash memory. ( )
5. The Word program is used to create tables and graphs. ( )

2 Choose the correct answer:

1. We can use the Excel program for creating ....
   a. spreadsheets b. presentations c. reports
2. The internet is a/an .... network.
   a. open b. closed c. both
3. Select "........................" from the "New" menu to create a new folder.
   a. View b. Folder c. Sheet
4. You can protect your files from viruses or loss by creating ....
   a. device shutdown b. backups c. personal data
5. Jeff Kerby is a/an ....
   a. engineer b. doctor c. ecologist

3 Complete the missing parts using the words between the brackets:

(Zoom - YouTube - viruses - an ethernet cable - GPS system)

1. Hackers can send ....
2. People can find a road using the ....
3. Fred Hiebert holds virtual meetings using ....
4. You can find videos of your study subject on ....
5. You can connect your computer to the router with ....

2 Giza – Al-Omrania Educational Zone

1 Put (✓) or (✗):

1. A bit is the smallest storage unit to store data. ( )
2. PowerPoint is a program used for writing reports. ( )
3. Braille makes it more difficult to read for people of determination. ( )
4. WWW is the abbreviation for the World Wide Web. ( )
5. The Egyptian Knowledge Bank is one of the most reliable sources. ( )
6. Password manager creates strong passwords. ( )
7. Adding a sub-folder inside the main folder is not allowed by the operating system. ( )
8. Using antivirus programs on your devices is not recommended. ( )

2 Choose the correct answer:

1. .... are groups of people or things are connected to each other.
   a. Computers b. Networks c. Gateways
2. The .... contains a huge amount of information.
   a. data b. internet c. school
3. People of determination use .... to learn about a lesson.
   a. braille b. e-commerce c. YouTube
4. Connecting your computer to the internet need a ....
   a. network b. gateway c. flash memory
5. MS .... represents data in the form of graphs in different forms.
   a. Excel b. Word c. Paint
6. The .... law protects print and digital contents.
   a. copyright b. hacker c. work
7. .... come(s) from research and observations. They are (it is) statements that can be proven.
   a. Opinions b. Facts c. Information

3 Giza – El-Sheikh Zayed Educational Zone

1 Complete by underlining the correct answer:

1. When searching online, specify (keywords – the internet) to search for subtopics rather than using large sentences or whole sentences.
2. (HDMI – A router – The ethernet port) is a device that connects a computer to the internet via Wi-Fi.
3. (Online websites – Sweepstakes – Phishing websites) are scam websites that offer you prizes that never come.
4. (Facts – Opinions – Information) come(s) from research and observations are(is) statements that can be proven, they are(it is) true for everyone.

2 Put (✓) or (✗):

1. You should limit the personal information you share online. ( )
2. We can give a name to the folder by a right click, then Rename. ( )
3. Gigabyte =1,204 kilobytes ( )
4. Bluetooth is a network technology that works over long ranges. ( )

3 Complete the missing parts using the words between the brackets:

(PowerPoint – copyright – accurate – Hackers)

1. Use synonyms to make your search terms more ....
2. .... is a program used to prepare presentations.
3. ....use the internet to break into your computer to steal your information.
4. Everyone owns the .... of the images they take unless they sell them.

4 Complete by underlining the correct answer:

1. An intranet is used to share in a/an (open network – closed network) and is more secure.
2. If there is no internet connection, (check the router is connected – delete unwanted apps).
3. (QR code – A printer) helps us access information by scanning it with a phone camera.

4 Giza – Abo El-Nomros Educational Zone

1 Put (✓) or (✗):

1. A school's computer lab could have its own closed network ( )
2. We don't need strong password to protect our personal data ( )
3. Fred Hiebert uses email and video conferencing to share information with his colleagues. ( )
4. The copyright law doesn't protect print and digital content ( )
5. There are several ways to backup data, such as flash drive and hard drive. ( )
6. We use a scanner to save images to use later. ( )
7. Hackers use the internet to break into a computer system. ( )
8. The ethernet cable connects computers to the router. ( )

2 Choose the correct answer:

1. .... is a program to create graphs. (Word – Excel – Email)
2. .... are/is groups of people or things that are connected to each other for a common purpose. (Computers – Networks – Bluetooth)
3. .... is a gateway that connects a computer to the internet via Wi-Fi or the ethernet cable. (A router – HDMI – A flash memory)
4. .... is a network that connects computers and people using them from all around the world. (Information – The internet – A device)
5. .... is a networking technology that connects wireless mobile devices. (Bluetooth – Ethernet cable – WAN)
6. When we are searching, we break the topic into .... subtopics. (smaller – bigger – wide)
7. You can go to the site you want by typing the .... (name – URL – class)

5 Alexandria – Montazah First (1) Educational Zone

1 Put (✓) or (✗):

1. It is difficult to backup your photos with your external hard drive. ( )
2. You can share the information stored on your computer. ( )
3. Copyright law doesn't protect images and artworks. ( )
4. You should avoid accessing scam websites. ( )
5. Antivirus software must be installed on your devices. ( )
6. File management on the computer is limited to video clips only. ( )
7. Reliable sources include books, articles, diaries, letters, and photos. ( )
8. Data must be organized on the computer for easy arrival. ( )

2 Choose the correct answer:

1. .... is used to perform simple formulas.
   a. Excel b. Zoom c. Word
2. .... is trying to get the bank account number of an adult in order to steal their money.
   a. A hacker b. A family member c. Your teacher
3. The internet is .... network.
   a. an open b. a close c. limited in space
4. To present research results in an interesting way, use ....
   a. PowerPoint b. Excel c. WhatsApp
5. A/An .... must be placed to protect images from copyright infringement.
   a. audio mark b. deleted mark c. watermark
6. When arranging information alphabetically in Excel, go to the ....
   a. Copying bar b. Toolbar c. Cells bar
7. If someone is exposed to ...., they should contact the child helpline.
   a. scam websites b. government c. educational websites

6 Alexandria – Center Educational Zone

1 Put (✓) or (✗):

1. Copyright protects photos, music and computer software ( )
2. The operating system does not allow to add a subfolder to inside main folder. ( )
3. An external hard drive is used to store large files. ( )
4. Password manger is used to create strong passwords. ( )
5. Facts based on someone's views and experiences. ( )
6. You should not sign for a website that asks for too much personal information. ( )
7. Bluetooth is a network that connects wireless mobile devices over a long range. ( )

2 Choose the correct answer:

1. You can navigate and reach different places using the ....
   a. GPS b. pictures c. email
2. The software program that archaeologist Mr. Hiebert uses to write reports is ....
   a. Microsoft Word b. Microsoft Excel c. PowerPoint
3. The first step to solve the problem is ....
   a. copying problem b. identifying the problem c. thinking and plan
4. You can protect your files from viruses or loss by making ....
   a. personal data b. formula c. backup
5. Network or the internet speed is measured by ....
   a. GHz b. Mbps c. GB
6. You can check websites through the ....
   a. opinions b. URL c. digital blogs
7. To create a formula in a cell you must first type the ....
   a. = b. + c. /
8. Scam websites operate to get ....
   a. opinions b. the URL c. personal information

7 Alexandria – Montazah Second Educational Zone

1 Put (✓) or (✗):

1. The main folder contains sub-folders and files. ( )
2. The Egyptian constitution confirms that the state protects all types of intellectual property. ( )
3. Facts are based on someone's views and experiences, and can't be proven. ( )
4. Some people use photographs that were taken by others without asking their permission. ( )
5. Smishing is sending a scam message via text message instead of an email. ( )
6. Password manager creates strong passwords for each of your accounts. ( )
7. A reliable source contains misspellings or bad grammar. ( )
8. A permanent hyperlink, a highlighted word, or a picture you click on to take you to another web location. ( )

2 Choose the correct answer:

1. The .... websites say your computer has a problem.
   a. sweepstakes b. scareware c. online shopping
2. When a creator gives a permission for their work to be used anytime and anywhere, it's called ....
   a. discovers b. facts c. creative commons
3. To search an online source by keywords, type ....
   a. "Ctrl + F" b. "Ctrl + E" c. "Ctrl + D"
4. .... can't be debated and they are true for everyone.
   a. Opinions b. Facts c. Digital sources
5. One of the measurement units is megabyte (MB), that equals ....
   a. 1,024 bytes b. 1,024 kilobytes c. 1,024 megabytes
6. Bluetooth is a networking technology that connects wireless mobile devices over .... ranges to form a network to transmit data.
   a. short b. long c. middle
7. You can use a/an .... to save a backup copy of your files.
   a. printer b. scanner c. external hard disk

8 Alexandria – Montazah First (2) Educational Zone

1 Put (✓) or (✗):

1. Password manager software is used to create strong passwords. ( )
2. The copyright law protects both print and digital contents. ( )
3. All websites are fraudulent sites, including online shopping sites. ( )
4. Hard disk always has less space than the flash memory. ( )
5. You must check the sites you visit on the internet. ( )
6. Phishing messages include your email address. ( )
7. Choose "New" from the "File" menu to create a new folder. ( )
8. Information tables can be created through the Excel program. ( )

2 Choose the correct answer:

1. To protect your photos, you should share them with ....
   a. a flash memory b. low-resolution c. high-resolution
2. One of the forms of .... is the arrival of a message from an unknown person asking you for your data to obtain a prize.
   a. phishing b. the internet c. databases
3. Sharing information via the internet is considered .... than the internet.
   a. unreliable b. less secure c. more secure
4. You can quickly share photos with your friends by your ....
   a. mobile phone b. mouse c. earphones
5. .... is one of the solutions to the problem of slow loading.
   a. Download software b. Update software c. Restart the computer
6. When searching for information, you must first ....
   a. decide on a topic b. analyze the results c. organize the work
7. Select "..........................." from the shortcut menu to create a new folder.
   a. Paste b. Copy c. New

9 Alexandria – East Educational Zone

1 Choose the correct answer:

1. The technology that connects wireless mobile devices over a short range to form a network is called ....
   a. Bluetooth b. WWW c. the intranet
2. A device that connects a computer to the internet via Wi-Fi is the ....
   a. flash memory b. router c. HDD
3. The solution to the problem of slow downloads is to ....
   a. check the internet speed
   b. delete unwanted apps c. update the app
4. To create a formula in Excel, type in the cell ....
   a. + b. / c. =
5. While searching for two terms and you want the result to include both of them, use the operator ....
   a. OR b. AND c. NOT
6. To connect your computer to the internet, you need a ....
   a. gateway b. LAN c. for
7. The one who steals the personal information is called a ....
   a. thief b. photographer c. hacker
8. The more secure sharing in a closed network is called ....
   a. intranet b. internet c. none of them
9. Fred Hiebert is a/an ....
   a. biologist b. scientist c. archaeologist
10. Using photographs that were taken by others without asking permission is called ....
    a. backup b. copyright infringement c. security
11. The reason of your home internet connection is not working, is that ....
    a. there is no enough space
    b. there is no enough graphic storage
    c. the connection interrupted

12. The URL starts with the ....
    a. file path b. protocol c. resource name
13. One of the accessories that you can use to save your files securely is the ....
    a. external hard disk b. drone c. camera
14. The top of columns in Excel are ....
    a. numbers b. letters c. both of them
15. The smallest unit of data is ....
    a. bit b. byte c. GHz

10 Alexandria – Al-Ajami Educational Zone

1 Put (✓) or (✗):

1. Passwords must be strong. ( )
2. To share a post with someone, you must first ask permission. ( )
3. You can protect your work by putting a watermark on it. ( )
4. You cannot create backups of files. ( )
5. "Open network" connects wireless mobile devices over a short range. ( )

2 Complete the missing parts using the words between the brackets:

(identifying the problem – New – Gigahertz – AND – The internet)

1. To create a new folder, use the command ....
2. The first step to solve the problem is ....
3. .... used to measure the number of cycles of the CPU per second.
4. .... is a network that connects computers and people around the world.
5. The result includes both terms when using the operator ....

3 Complete by underlining the correct answer:

1. To prepare graphs, use (Word - Excel - Zoom) program.
2. You can organize files in a computer using (Folder - Word - Copy).
3. (Copyright - Internet - Image) protects creators works.
4. The Egyptian Knowledge Bank is a (reliable - false - bad) source.
5. People of determination use (e-commerce - a mouse - a file) for shopping.

11 Red Sea – Hurghada Educational Zone

1 Put (✓) or (✗):

1. The website address (URL) enables you to access the site you want. (   )
2. An ethernet cable transmits audio and video to and from devices. (   )
3. Facts are based on a person's views and experiences. (   )
4. Phishing messages include your email address. (   )
5. The copyright law protects both print and digital contents. (   )

2 Choose the correct answer:

1. Smishing is the same thing as phishing, but it is send by ....
   a. email   b. text message   c. Facebook
2. To protect your photos, you should share them with ....
   a. low-resolution   b. high-resolution   c. a flash memory
3. In the steps to solve the problem, the second step is ....
   a. identifying the problem   b. studying solutions   c. thinking about ways to solve it
4. To move directly to the site you want, it is done by.................... .
   a. clicking on the hyperlink   b. creating an email   c. creating a document
5. Using .... passwords for different sites keeps your information safe.
   a. same   b. weak   c. different

3 Complete the missing parts using the words between the brackets:

(research topic - Internet of Things - Word - Rename - Screen readers)

1. Mr. Fred Hiebert uses the .... program to write reports.
2. .... help visually impaired people do everything they need to do.
3. You should break the .... into smaller topics.
4. To change the title of a folder, select .... command.
5. .... consists of devices linked to the internet via Wi-Fi.

12 Fayoum – East Educational Zone

1 Put (✓) or (✗):

1. The flash memory is used to transfer data and information from one computer to another. (   )
2. LAN stands for wide area network. (   )
3. The internet is more secure and private than the intranet. (   )
4. The Egyptian Knowledge Bank is available for free to Egyptians. (   )
5. Kilobyte (KB)= 1,024 bytes (   )
6. To change the title of a folder, choose the Delete command. (   )
7. The row's title has a number. (   )
8. We can take quick photos using our mobile phones. (   )
9. Hackers can steal your personal information without using the internet. (   )
10. You cannot create backup copies of files. (   )

2 Choose the correct answer:

1. To create a simple formula in a cell, first type the .... sign.
   a. =   b. x   c. /
2. The first stage of problem solving is ....
   a. the internet   b. the router   c. defining the problem
3. Mr. Hiebert uses the .... program to write reports.
   a. Excel   b. PowerPoint   c. Word
4. Passwords must be .... for each website you register on.
   a. different   b. weak   c. similar
5. Online buying and selling is called ....
   a. Word   b. e-commerce   c. PowerPoint

13 Behira – Damanhour Educational Zone

1 Choose the correct answer:

1. Jeff Kerby uses all the following tools in his expeditions, except ....
   a. the smart phone b. the GPS c. the GPR
2. When using the .... operator, the results will include the exact terms.
   a. AND b. " " c. OR
3. The URL (Uniform Resource Locator) begins with the ....
   a. protocol b. file path c. resource name
4. The first step to solve any computer problem is to .... it.
   a. plan b. identify c. replace
5. A .... is the smallest unit of data.
   a. byte b. gigabyte c. bit

2 Complete the missing parts using the words between the brackets:

(router - QR codes - watermark - EKb - bottom)

1. The copyright for a website is usually at the .... of the homepage.
2. The .... is a reliable source which your teacher often suggests it.
3. A .... is connect your device to the internet via Wi-Fi or ethernet cable.
4. Photographers can place a .... on their photos.
5. .... help us access the information by scanning it with a phone camera.

3 Put (✓) or (✗):

1. Jeff Kerby shares his high-resolution photo with others. ( )
2. You can use virtual meetings when the others are in different countries. ( )
3. We use the PowerPoint program to create a presentation. ( )
4. Scareware websites offer you a prize that you never get. ( )
5. You can share your passwords with anyone. ( )

14 Dakahlia Governorate

1 Put (✓) or (✗):

1. It is preferable not to share your information with your classmates. ( )
2. Both hard disk and flash memory are used for the same purpose. ( )
3. All websites are scam sites, including online shopping sites. ( )
4. Copyright is not against Egyptian law. ( )
5. The Egyptian Knowledge Bank is available for free to Egyptians. ( )
6. You should use the teacher or a member of your family when browsing the site for the first time. ( )
7. Others' writings can be used after paraphrasing. ( )

2 Choose the correct answer:

1. The router is considered a/an ....
   (famous browser – antivirus – gateway for the internet)
2. Using .... passwords for different sites keeps your information safe.
   (same – weak – different)
3. You can use .... application to buy anything on the internet.
   (browser – braille – e-commerce)
4. The first step in solving a problem is ....
   (identifying the problem – thinking of ways to solve – studying solutions)
5. The .... is used to enter images and files on the device.
   (keyboard – printer – scanner)
6. .... is used to perform simple formulas.
   (Word – Zoom – Excel)
7. A photographer protects their work by not sharing images with ....
   (high-resolution – low-resolution - a flash memory)
8. An example of phishing is the receive of .... from an unknown person.
   (letter from your father – a letter informing you that you have won a prize – a letter from one of your friends)

15 Sharqia – Zagazig East Educational Zone

1 Complete the missing parts using the words between the brackets:

(folder – Hackers – Virtual meetings – internet of things – data tab)

1. .... or video conferencing provide an effective method to mentor others.
2. .... consists of devices linked to the internet via Wi-Fi. These devices can be controlled, whether you are in the same room or in another city.
3. To create a ...., select "New" from the shortcut menu, and then choose "Folder" from the submenu.
4. To sort information alphabetically in Excel, go to the toolbar and click on the .... then click on "Sort".
5. .... can use someone's email address and password to send a virus to all the email addresses in this email account.

2 Put (✓) or (✗):

1. External hard drive like an HDD but much faster. ( )
2. It is a good idea to use full sentences when searching. ( )
3. Mr. kerby ensures his work is protected by sharing his high-resolution photos only with people he trusts. ( )
4. Smishing is sending a message via e-mail or social media applications that looks real but isn't ( )
5. You need strong passwords protect your personal data from hackers. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The world wide web (WWW)	a. Can be phishing web sites that present fake situations that try and get your information..
2 Problem: slow to download	b. The owner of a creative work gives permission to reuse his work at any time and any place.
3 Scam web sites	c. Made up of web pages that people can navigate.
4 Fact	d. Restart computer and router, check internet speed.
5 Creative commons	e. Come from research and observation, it is cannot debated and true for everyone

1 .... 2 .... 3 .... 4 .... 5 ....

16 Mnoufeia – Sadat Educational Zone

1 Put (✓) or (✗):

1. A QR code is used to get information quickly and easily. ( )
2. Phishing messages are free grammar errors. ( )
3. You can add main folder inside sub folders to manage files. ( )
4. Antivirus software musn't be installed on your computer. ( )
5. Digital washing machine is an example of the Internet of Things. ( )
6. Password management software used to create strong passwords. ( )
7. Facts are based on person's views and experiences. ( )
8. The Egyptian Knowledge Bank includes trusted sources, and it is available for free to Egyptians and. ( )

2 Choose the correct answer:

1. Copyright protects all the following things, except ....
   a. books b. websites c. discovers
2. The router is considered as ....
   a. famous browser b. antivirus c. gateway for internet
3. Backup copies of files are created on a/an ....
   a. flash memory b. external hard disk
   c. both
4. To solve the problem of slowing down your computer when opening an app, you should ....
   a. update the app b. check the router
   c. check the Wi-Fi connection.
5. The .... is a network used to share information and less secure.
   a. email b. internet c. intranet
6. A photographer protects his work by sharing images with ....
   a. High-resolution b. low-resolution c. flash memory
7. To get results that include the exact words mentioned in the search by use ....
   a. quotation mark b. AND c. NOT



Model Answers



Theme 1

Lesson 1

1
1 c 2 b 3 a 4 a
5 b 6 c 7 c 8 b
9 a 10 b 11 c 12 c
13 a 14 c 15 b 16 b

2
1 ✓ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✗ 7 ✗ 8 ✗
9 ✗ 10 ✗ 11 ✓ 12 ✓
13 ✗ 14 ✓ 15 ✓ 16 ✗
17 ✗ 18 ✓ 19 ✓ 20 ✓
21 ✓

3
1 virtual meetings 2 spreadsheet
3 formal 4 archaeologist
5 Madrasitna channel

4
1 PowerPoint 2 Excel
3 formally
4 virtual meetings 5 Zoom

5
(A) 1 c 2 a 3 d 4 b
(B) 1 c 2 d 3 b 4 a

Lesson 2

1
1 a 2 c 3 a 4 b
5 b 6 b 7 a 8 b
9 c 10 c 11 c 12 b
13 c 14 b 15 c

2
1 ✗ 2 ✗ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✗
9 ✓ 10 ✗ 11 ✓ 12 ✗
13 ✓ 14 ✗ 15 ✓ 16 ✓
17 ✓

3
1 flash memory
2 Ethernet cable
3 Router 4 HDMI

4
(A) 1 e 2 a 3 d 4 b
(B) 1 b 2 c 3 a

Lesson 3

1
1 b 2 b 3 b 4 c
5 c 6 b 7 b 8 a
9 c 10 b 11 c 12 a
13 a 14 c 15 c 16 a
17 b 18 b

2
1 ✗ 2 ✓ 3 ✗ 4 ✗
5 ✓ 6 ✓ 7 ✓ 8 ✓
9 ✗ 10 ✓ 11 ✗ 12 ✓
13 ✓ 14 ✓

3
1 Router 2 LAN
3 WWW 4 ISP
5 EKB 6 DSL

4
1 c 2 d 3 b 4 a

5
Internet: Open computer network
Share information
Intranet: Closed computer network

Lesson 4

1
1 b 2 a 3 b 4 c
5 b 6 a 7 a 8 b
9 c 10 c

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✗ 7 ✓ 8 ✓
9 ✗ 10 ✗

3
1 c 2 d 3 a 4 b

Lesson 5

1
1 c 2 a 3 b 4 a
5 c 6 a 7 c 8 a
9 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✓ 6 ✗ 7 ✓ 8 ✓
9 ✓ 10 ✓

3
e – a – b – d – c

4
Answer by yourself.

Lesson 6

1
1 a 2 c 3 a 4 a
5 c 6 c 7 c 8 a
9 c 10 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✗
9 ✗ 10 ✓ 11 ✗ 12 ✗

3
e – a – b – d – c

4
1 Flash memory
2 camera – scanner
3 Libraries – computer
4 QR codes

5
1 c 2 d 3 a 4 b

Lesson 7

1
1 b 2 a 3 a 4 a
5 a 6 b 7 a 8 b
9 c 10 c

2
1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✗ 6 ✗ 7 ✓

3
b – d – c – a

Lesson 8

1
1 a 2 c 3 a 4 b
5 b 6 a 7 c 8 b
9 c 10 b 11 a 12 c
13 a 14 a

2
1 ✓ 2 ✗ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✓ 8 ✗
9 ✓ 10 ✗ 11 ✓

3
1 Sort 2 division
3 addition
4 numbers – letters

4
1 c 2 e 3 a 4 f
5 b 6 d

Model Exam 1

1
1 c 2 b 3 a 4 a 5 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗

3
1 e 2 a 3 c 4 b 5 d

Model Exam 2

1
1 a 2 c 3 b 4 a 5 a
6 a 7 a

2
1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗
6 ✓ 7 ✓ 8 ✓

Model Exam 3

1
1 a 2 c 3 c 4 b 5 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗

3
1 Bluetooth 2 intranet
3 Network 4 DSL
5 IoT

Model Exam 4

1
1 b 2 a 3 a 4 c 5 b

2
1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✗

3
1 e 2 d 3 b 4 c 5 a

Model Exam 5

1
1 c 2 a 3 c 4 c 5 a

2
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓

3
1 flash memory
2 e-commerce 3 HDMI
4 Mbps 5 router

Theme 2

Lesson 1

1
1 c | 2 c | 3 a | 4 b
5 a | 6 b | 7 a | 8 c
9 c | 10 b | 11 b | 12 a
13 b | 14 b | 15 a

2
1 ✗ | 2 ✓ | 3 ✗ | 4 ✓
5 ✗ | 6 ✓ | 7 ✗ | 8 ✗
9 ✓ | 10 ✓ | 11 ✓ | 12 ✗
13 ✓

3
1 Copyright infringement
2 watermark
3 Low-resolution photos
4 high-resolution photos

4
1 ecologist | 2 A smartphone
3 Hard drive | 4 GPS
5 mobile apps

Lesson 2

1
1 a | 2 c | 3 c | 4 b
5 a | 6 c | 7 c | 8 b
9 a | 10 b | 11 b | 12 c
13 b

2
1 ✓ | 2 ✗ | 3 ✗ | 4 ✓
5 ✓ | 6 ✓ | 7 ✓ | 8 ✗
9 ✓ | 10 ✓ | 11 ✗ | 12 ✓
13 ✓ | 14 ✓ | 15 ✗ | 16 ✗

3
1 Antivirus
2 Personal information
3 password
4 flash memory – hard disk

4 Answer by yourself.

Lesson 3

1
1 b | 2 b | 3 b | 4 a
5 a | 6 b | 7 c | 8 a
9 b | 10 c | 11 a

2
1 ✓ | 2 ✗ | 3 ✗ | 4 ✗
5 ✗ | 6 ✗ | 7 ✓ | 8 ✓
9 ✓ | 10 ✗ | 11 ✓ | 12 ✓
13 ✓ | 14 ✗

3
1 Password manager | 2 MFA
3 Phishing | 4 Smishing

4 Answer by yourself.

Lesson 4

1
1 b | 2 a | 3 b | 4 c
5 b | 6 c | 7 a | 8 a
9 a | 10 c | 11 b | 12 b

2
1 ✗ | 2 ✓ | 3 ✓ | 4 ✓
5 ✓ | 6 ✗ | 7 ✓ | 8 ✗
9 ✓ | 10 ✓ | 11 ✓

3
1 Wrong resource name
2 Wrong file path

4
1 c | 2 a | 3 b

Lesson 5

1
1 a | 2 c | 3 a | 4 c
5 a | 6 b | 7 a | 8 c
9 b | 10 c | 11 a | 12 c
13 b | 14 b | 15 c | 16 c
17 a

2
1 ✗ | 2 ✗ | 3 ✓ | 4 ✓
5 ✓ | 6 ✗ | 7 ✓ | 8 ✓
9 ✗ | 10 ✓ | 11 ✗ | 12 ✗
13 ✗

3
Copyrighted: 1 – 2 – 4 – 5
Not Copyrighted: 3 – 6

4
1 Videos – images
2 Facts – discoveries
3 licenses | 4 bottom

5
1 c | 2 a | 3 b

Lesson 6

1
1 b | 2 b | 3 a | 4 b
5 a | 6 b | 7 a | 8 b
9 a | 10 b

2
1 ✓ | 2 ✗ | 3 ✓ | 4 ✓
5 ✗ | 6 ✗ | 7 ✓ | 8 ✓
9 ✗ | 10 ✓ | 11 ✓ | 12 ✓

3
1 Computers | 2 Facts
3 Opinions | 4 URL
5 picture

Lesson 7

1
1 a | 2 b | 3 b | 4 b
5 a | 6 c | 7 b | 8 b
9 c | 10 b | 11 c

2
1 ✓ | 2 ✓ | 3 ✓ | 4 ✗
5 ✓ | 6 ✓ | 7 ✗ | 8 ✗

3
1 AND | 2 OR | 3 Not | 4 *

Lesson 8

1
1 a | 2 a | 3 b | 4 a
5 a | 6 c | 7 b | 8 c
9 c | 10 a | 11 b | 12 b

2
1 ✓ | 2 ✓ | 3 ✗ | 4 ✓
5 ✓ | 6 ✓ | 7 ✓ | 8 ✓
9 ✗ | 10 ✗ | 11 ✗ | 12 ✓
13 ✗

3
1 quotation marks | 2 URL
3 alphabetical order
4 Paraphrasing | 5 Taking notes

Model Exam 1

1 1 c | 2 a | 3 a | 4 c | 5 a

2 1 ✓ | 2 ✓ | 3 ✗ | 4 ✓ | 5 ✓

3
1 hard disk drive | 2 GPS
3 hacker
4 Password manager
5 Public domains

Model Exam 2

1 1 b | 2 c | 3 b | 4 a | 5 a

2 1 ✓ | 2 ✗ | 3 ✓ | 4 ✓ | 5 ✓

3
1 Facts | 2 Public domains
3 Opinions
4 Creative commons | 5 " "

Model Exam 3

1 1 a | 2 a | 3 b | 4 c | 5 b

2 1 ✓ | 2 ✗ | 3 ✗ | 4 ✓ | 5 ✗

3 1 d | 2 e | 3 b | 4 c | 5 a

Model Exam 4

1 1 a | 2 a | 3 b | 4 b | 5 b

2 1 ✗ | 2 ✓ | 3 ✗ | 4 ✓ | 5 ✓

3 1 C | 2 d | 3 a | 4 e | 5 b

Model Exam 5

1 1 b | 2 c | 3 b | 4 a | 5 a

2 1 ✓ | 2 ✗ | 3 ✗ | 4 ✓ | 5 ✓

3
1 Sweepstakes
2 Scareware
3 Child Helpline | 4 Smishing
5 Personal information

Model Exams Answers

1 Cairo – El-Nozha E. Zone

1 1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✗

2 1 a 2 a 3 b 4 b 5 c

3 1 viruses 2 GPS 3 Zoom 4 YouTube 5 an ethernet cable

2 Giza – Al-Omrania E. Zone

1 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓ 6 ✓ 7 ✗ 8 ✗

2 1 b 2 b 3 a 4 b 5 a 6 a 7 b

3 Giza – El-Sheikh Zayed E. Zone

1 1 Keywords 2 Router 3 Sweepstakes 4 Facts

2 1 ✓ 2 ✓ 3 ✗ 4 ✗

3 1 accurate 2 PowerPoint 3 Hackers 4 copyrights

4 1 closed network 2 check the router is connected 3 QR code

4 Giza – Abo El-Nomros E. Zone

1 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓ 6 ✓ 7 ✓ 8 ✓

2 1 Excel 2 Networks 3 Router 4 The internet 5 Bluetooth 6 smaller 7 URL

5 Alexandria – Montazah First (1) E. Zone

1 1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓ 6 F 7 ✓ 8 ✓

2 1 a 2 a 3 a 4 a 5 c 6 b 7 a

6 Alexandria – Center E. Zone

1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗ 6 ✓ 7 ✗

2 1 a 2 a 3 b 4 c 5 b 6 b 7 a 8 c

7 Alexandria – Montazah Second E. Zone

1 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✗ 8 ✓

2 1 b 2 c 3 a 4 b 5 b 6 a 7 c

8 Alexandria – Montazah First (2) E. Zone

1 1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✓ 8 ✓

2 1 b 2 a 3 b 4 a 5 c 6 a 7 c

9 Alexandria – East E. Zone

1 a 2 b 3 a 4 c 5 b 6 a 7 c 8 b 9 c 10 b 11 c 12 b 13 a 14 b 15 a

10 Alexandria – Al-Ajami E. Zone

1 1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✗

2 1 New 2 identifying the problem 3 Gigahertz 4 The Internet 5 AND

3 1 Excel 2 Folder 3 Copyright 4 reliable 5 e-commerce

11 Red Sea – Hurghada E. Zone

1 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

2 1 b 2 a 3 c 4 a 5 c

3 1 Word 2 Screen readers 3 research topic 4 Rename 5 Internet

12 Fayoum – East E. Zone

1 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓ 6 ✗ 7 ✓ 8 ✓ 9 ✗ 10 ✗

2 1 a 2 c 3 c 4 a 5 b

13 Behira – Damanhour E. Zone

1 1 c 2 b 3 a 4 b 5 c

2 1 bottom 2 EKB 3 router 4 watermark 5 QR code

3 1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗

14 Dakahlia Governorate

1 1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✓

2 1 gateway for the internet 2 different 3 e-commerce 4 identify the problem 5 scanner 6 Excel 7 high-resolution 8 a letter informing you that you have won a prize

15 Sharqia – Zagazig East E. Zone

1 1 Virtual meetings 2 Internet of Things 3 a folder 4 data tab 5 Hacker

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓

3 1 c 2 d 3 a 4 e 5 b

16 Mnoufeia – Sadat E. Zone

1 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓ 6 ✓ 7 ✗ 8 ✓

2 1 c 2 c 3 c 4 a 5 b 6 b 7 a

Exams 2023

Model Exam 1

1 Put (✓) or (✗):

1. Hackers can access your password in one way only. ( )
2. Search engines do not suggest keywords and similar searches. ( )
3. The QR code helps and facilitates access to information. ( )
4. Listing your sources at the end of the research report is not necessary. ( )

2 Choose the correct answer from a, b or c:

1. Mr. Hiebert uses MS Excel to prepare ....
   a. reports b. presentations c. graphs
2. .... is a networking technology that connects wireless mobile devices.
   a. Bluetooth b. Ethernet cable c. Router
3. .... are based on someone's views and experiences.
   a. Opinions b. Facts c. Lies
4. Creative works that are not covered by copyright are ....
   a. websites b. public domain c. copyrights

3 Complete the missing parts using the following words:

(virtual meetings – WWW – router – Personal information)

1. You can use .... when the other people are in different countries.
2. .... consists of web pages linked to each other using hyperlinks.
3. A .... connects the computer to the internet via Wi-Fi or Ethernet.
4. .... includes your name, address, date of birth, and passwords.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Bit	a. helps to connect home appliances to the internet.
2 Low-resolution photographs	b. is the smallest unit of computer data.
3 IoT	c. photographers can share them for public.

1 .... 2 .... 3 ....

Model Exam 2

1 Put (✓) or (✗):

1. To solve the problem of insufficient space, the files must be moved to the router. ( )
2. It is necessary to create strong passwords to protect your personal data from hackers. ( )
3. When conducting a research, you can use different words with synonymous meanings. ( )
4. Photographers share their work in high resolution with everyone. ( )

2 Choose the correct answer from a, b or c:

1. .... measures the number of cycles your CPU carries out per second.
   a. Gigahertz b. Mbps c. Byte
2. .... is used to restore or to transfer files and data between computers.
   a. HDMI b. CPU c. Flash memory
3. To narrow the search results, we use ....
   a. OR b. AND c. " "
4. Use .... words in search engines to make your search more accurate.
   a. the same b. different c. synonyms

3 Complete the missing parts using the following words:

(Opinions - ISP - watermark - Multi-factor authentication)

1. Photographers can place a .... on their photos.
2. .... provides at least two ways of identifying yourself.
3. .... are based on someone's views and experiences
4. .... is the internet service provided by Egyptian companies to citizens

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. WWW	a. is used to sell your smartphone online.
2. E-commerce	b. is used to back up and store data.
3. External hard drive	c. is a group of web pages linked together.

1 .... 2 .... 3 ....

Model Exam 3

1 Put (✓) or (✗):

1. To solve the problem of insufficient space, the files must be moved to the router. ( )
2. It is necessary to create strong passwords to protect your personal data from hackers. ( )
3. When conducting a research, you can use different words with synonymous meanings. ( )
4. Photographers share their work in high resolution with everyone. ( )

2 Choose the correct answer from a, b or c:

1. The router is considered a/an ....
   a. famous browser b. anti-virus c. gateway for the internet
2. .... is the smallest unit of data in your computer.
   a. Mbps b. Byte c. Bit
3. Copyright protects all the following things, except ....
   a. books b. websites c. discoveries
4. .... is considered a strong password.
   a. Ahmed123 b. abcd895 c. Ac#258#h

3 Complete the missing parts using the following words:

(NOT - HDMI - virtual meetings - Facts)

1. You can use .... when the other people are in different countries.
2. .... come from research and observation.
3. .... is a wire that transmits audio and video to and from devices.
4. Using .... helps to not include both words in your search.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Sort	a. contains reliable sources.
2. Zoom	b. can help in arranging the information alphabetically.
3. EKB	c. is used to hold virtual meetings.

1. .... 2. .... 3. ....

Model Exam 4

1 Put (✓) or (X):

1. We can take quick photos using our mobile phones. ( )
2. HDMI is a wire that connects your computer or laptop to the router. ( )
3. When you use copyrighted content, you must respect its owner. ( )
4. To narrow the search results, we use the hashtag symbol #. ( )

2 Choose the correct answer from a, b or c:

1. .... is a network that connects computers from all around the world.
   a. Internet b. Intranet c. LAN
2. You can use .... application to buy anything on the internet.
   a. browser b. Braille c. E-commerce
3. The international symbol for copyright is letter .... with a circle around it.
   a. R b. S c. C
4. You can store suggested websites in the .... bar in your browser.
   a. tools b. bookmark c. task

3 Complete the missing parts using the following words:

(EKB - Smishing - AND - URL)

1. .... is sending a message via text messages to steal your data.
2. Add the .... and the author's name at the top of your notes.
3. .... is available for free to all Egyptians who register on the site.
4. Using .... helps to include both words in your search.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 TeraByte	a. is used to store and transfer data.
2 MS Word	b. = 1024 GB.
3 External hard disk	c. is used to write reports and documents.

1 .... 2 .... 3 ....

Model Exam 5

1 Put (✓) or (✗):

1. Multi-factor authentication ensures that anyone can access your electronic accounts. ( )
2. The data in the cells cannot be arranged alphabetically. ( )
3. Electronic devices that work without the internet is an example of the IoT. ( )
4. Some applications and software automatically create a backup for your data. ( )

2 Choose the correct answer from a, b or c:

1. The copyright for a website is usually at the .... of the home page.
   a. bottom b. top c. middle
2. You can go to the site you want by typing the .... in the search engine.
   a. e-mail b. URL c. text message
3. To store and share information, we use a ....
   a. scanner b. printer c. flash memory
4. Braille method allows blind people to ....
   a. write b. read c. speak

3 Complete the missing parts using the following words:

(division - Low-resolution photos - MS Excel - Facts)

1. .... is used to prepare graphs and tables.
2. .... won't look good if printed or uploaded to a website.
3. We use the formula ÷ for the .... process.
4. .... come from research and observation.

4 Choose from column (A) what suits it in column (B):

Column (A): Problem	Column (B): Solution
1 A poor video conference connection.	a. Shut down some programs.
2 Not able to store files.	b. Try an Ethernet connection.
3 Not enough graphics storage.	c. Move old files to an external drive.

1 .... 2 .... 3 ....

Model Exam 6

1 Put (✓) or (✗):

1. Sources rather than texts do not contain important information. (   )
2. One of the human errors that lead to the loss of files is the laptop falling. (   )
3. Always ask permission from your parents before buying anything online. (   )
4. If you use the operator "OR", the results will include both words. (   )

2 Choose the correct answer from a, b or c:

1. .... is a network that connects computers from all around the world.
   a. Internet b. Intranet c. LAN
1. The .... is used to save images on the computer to use them later.
   a. scanner b. printer c. router
2. The best way to collect information is getting it from ....
   a. Facebook b. books c. WhatsApp
3. You must add the URL and the author's name at the .... of your notes.
   a. top b. middle c. end
4. When using the .... operator, the results will include one of the two words.
   a. AND b. OR c. NOT

3 Complete the missing parts using the following words:

(Strong passwords - router - flash memory - Pictures)

1. The .... enables you to connect your laptop to the internet.
2. .... should include letters, numbers and special characters.
3. .... help us in watching information better than just reading.
4. A .... stores information and runs faster than a hard disk.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Internet	a. includes your name, address and birthday.
2. Personal information	b. is used to share information in a private way.
3. Intranet	c. is used to share information in an opened network.

1. .... 2. .... 3. ....

Model Exam 7

1 Put (✓) or (✗):

1. Sweepstakes never send you the correct items you bought. ( )
2. Phishing is a text message that looks real, but isn't. ( )
3. Mr Hiebert uses face-to-face meetings during his expedition. ( )
4. Password managers create a unique password for each of your accounts. ( )

2 Choose the correct answer from a, b or c:

1. .... is a device that connects a computer to the internet via Wi-Fi.
   a. Ethernet cable b. Router c. Ethernet port
2. Visually impaired people can use .... for doing their homework.
   a. Braille b. screen readers c. Zoom
3. When using the .... operator, the results will include both words.
   a. AND b. OR c. NOT
4. Passwords must be .... for different websites you register on.
   a. different b. weak c. similar

3 Complete the missing parts using the following words:

(Ethernet cable – Phishing - Password manager – Copyright infringement)

1. .... helps you to create strong passwords for your accounts.
2. .... connects your computer or laptop to the router.
3. .... is using photographs that were taken by others without asking permission.
4. .... is sending a message via e-mail to steal your data.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 GPS	a. look good if printed or uploaded to a website.
2 Protocol	b. is used to navigate areas.
3 High-resolution photographs	c. determines how the information will be transferred.

1 .... 2 .... 3 ....

Model Exam 8

1 Put (✓) or (X):

1. Braille helps blind students to write reports and do their homework. (   )
2. Ethernet is more stable and faster than Wi-Fi. (   )
3. Scareware websites offer you a prize that never comes. (   )
4. To create a simple formula in Excel, we select the cell, and then type the "+" sign. (   )

2 Choose the correct answer from a, b or c:

1. ______ helps us to access information by scanning it with a phone camera.
   a. Browser   b. QR code   c. Digital book
2. ______ is sending a fake message via e-mail or social media applications that appears real.
   a. Smishing   b. Phishing   c. Virus
3. To search for an online resource keyword, press ______ .
   a. Alt + Ctrl + Del   b. CTRL + F   c. F5
4. Jeff Kerby uses all these tools in his expedition, except ______ .
   a. GPS   b. GPR   c. drones

3 Complete the missing parts using the following words:

(Flash memory - HDMI - Anti-virus - Madrasitna channel)

1. ______ helps you in keeping your private data safe.
2. Students who would just like a quick review, use ______ .
3. ______ helps us to store and transfer data and information.
4. ______ is a wire that transmits audio and video to and from devices

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Internet	a. is used to share information in a private way.
2. Intranet	b. is used to back up and store data.
3. External hard drive	c. is used to share information in an opened network.

1. ______ .   2. ______ .   3. ______ .

Model Exam 9

1 Put (✓) or (✗):

1. LAN is a network that connects computers from all over the world. ( )
2. We use flash memory to store, transfer and share information. ( )
3. We use the digital camera to transfer and share files. ( )
4. Pictures and videos help us gain information by viewing them. ( )

2 Choose the correct answer from a, b or c:

1. ____ is training someone in a subject you have a lot of experience in.
   a. Communication b. Mentoring c. Learning
2. ______ is a wire that transmits sound and image to and from devices.
   a. Ethernet cable b. HDMI c. Router cable
3. Sometimes, the photographer uses a ______ to take quick pictures.
   a. computer b. mobile phone c. GPS
4. ______ your devices regularly keeps your data safe.
   a. Uploading b. Updating c. Restarting

3 Complete the missing parts using the following words:

(websites – Paraphrasing – scanner – Libraries – addition – Camera)

1. We use the formula + for the ______ process.
2. ______ contains printed books, while ______ contains digital books.
3. ______ shows respect for the author's work.
4. ____ helps us to get images, while ____ helps us to save it on a computer.

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. QR code	a. photographers can place it to protect their photos.
2. Braille	b. is a quick and easy way to share information.
3. Watermark	c. is used by blind people to read.

1. ______ . 2. ______ . 3. ______ .



Model Exam 10

1 Put (✓) or (✗):

1. Electronic devices that work without the internet is an example of the IoT. ( )
2. A hacker can send a virus to all your friends from your e-mail. ( )
3. It is not necessary to use a lot of sources to answer a question or solve a problem. ( )
4. Anti-virus helps you to keep your private data safe. ( )

2 Choose the correct answer from a, b or c:

1. _____ is training someone in a subject you have a lot of experience in.
   a. Communication b. Mentoring c. Learning
2. _____ is a wire that transmits sound and image to and from devices.
   a. Ethernet cable b. HDMI c. Router cable
3. Sometimes, the photographer uses a _____ to take quick pictures.
   a. computer b. mobile phone c. GPS
4. _____ your devices regularly keeps your data safe.
   a. Uploading b. Updating c. Restarting

3 Complete the missing parts using the following words:

(sorting - numbers - archaeologist - QR code)

1. Mr. Hiebert is an _____ and explorer at National Geographic.
2. _____ helps us to access information by scanning it with a phone camera.
3. The rows are labeled with _____ in Excel.
4. The information can be arranged alphabetically by the _____ property

4 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1. Digital refrigerator	a. is a device that helps people of determination.
2. Screen reader	b. connects your computer to the ISP.
3. Router	c. is an example for IoT.

1. _____ . 2. _____ . 3. _____ .

Model Exams

Model Exam 1

1 ① ✗ ② ✗ ③ ✓ ④ ✗

2 ① c ② a ③ a ④ b

3 ① virtual meeting
② WWW ③ router
④ Personal information

4 ① b ② c ③ a

Model Exam 2

1 ① ✗ ② ✓ ③ ✓ ④ ✗

2 ① a ② c ③ c ④ c

3 ① watermark
② Multi-factor authentication
③ Opinion ④ ISP

4 ① c ② a ③ b

Model Exam 3

1 ① ✗ ② ✓ ③ ✓ ④ ✗

2 ① c ② c ③ c ④ c

3 ① virtual meeting ② Facts
③ HDMI ④ NOT

4 ① b ② c ③ a

Model Exam 4

1 ① ✓ ② ✗ ③ ✓ ④ ✗

2 ① b ② c ③ c ④ b

3 ① Smishing ② quotation marks
③ EKB ④ AND

4 ① b ② c ③ a

Model Exam 5

1 ① ✗ ② ✗ ③ ✗ ④ ✓

2 ① a ② b ③ c ④ b

3 ① MS Excel
② Low-resolution photos
③ division
④ Facts

4 ① b ② c ③ a

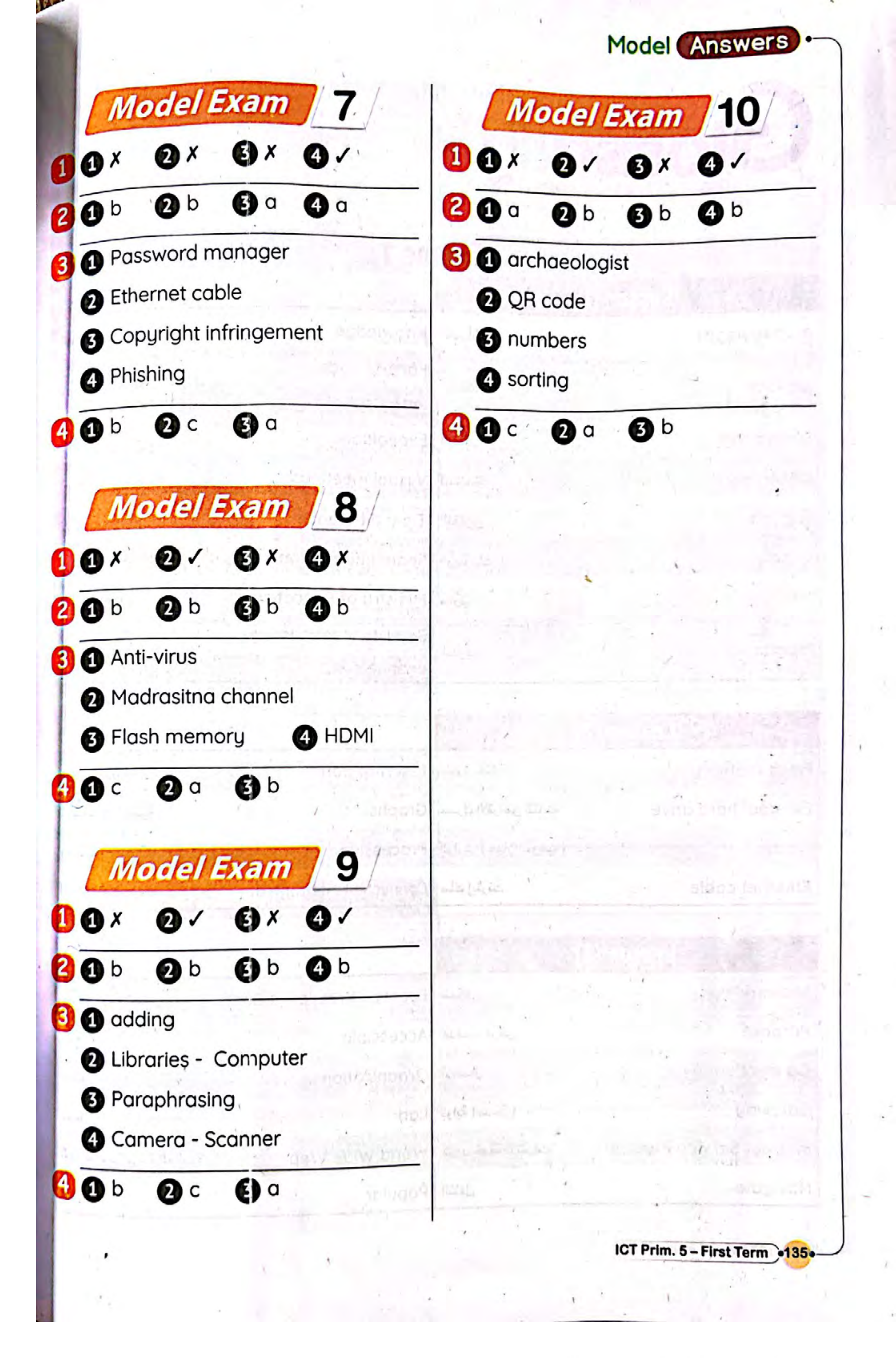
Model Exam 6

1 ① ✗ ② ✓ ③ ✓ ④ ✗

2 ① a ② b ③ a ④ b

3 ① router ② Password
③ Pictures ④ flash memory

4 ① c ② a ③ b



Model Exam 7

1. ❶ ✗ ❷ ✗ ❸ ✗ ❹ ✓
2. ❶ b ❷ b ❸ a ❹ a
3. ❶ Password manager
   ❷ Ethernet cable
   ❸ Copyright infringement
   ❹ Phishing
4. ❶ b ❷ c ❸ a

Model Exam 8

1. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✗
2. ❶ b ❷ b ❸ b ❹ b
3. ❶ Anti-virus
   ❷ Madrasitna channel
   ❸ Flash memory ❹ HDMI
4. ❶ c ❷ a ❸ b

Model Exam 9

1. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✓
2. ❶ b ❷ b ❸ b ❹ b
3. ❶ adding
   ❷ Libraries - Computer
   ❸ Paraphrasing
   ❹ Camera - Scanner
4. ❶ b ❷ c ❸ a

Model Exam 10

1. ❶ ✗ ❷ ✓ ❸ ✗ ❹ ✓
2. ❶ a ❷ b ❸ b ❹ b
3. ❶ archaeologist
   ❷ QR code
   ❸ numbers
   ❹ sorting
4. ❶ c ❷ a ❸ b